



East Gwillimbury Farmers Market Rules and Regulations

May 9 to October 10

Every Thursday

2 to 7 p.m.

Civic Centre

19000 Leslie Street, Sharon ON

Please review all rules and regulations as there have been changes from previous years.

Market Location & Schedule

The Thursday Market is located outdoors at: 19000 Leslie Street Sharon, ON L0G 1V0 (The Town of East Gwillimbury Civic Centre). The Market will start on May 9, 2024 and finish on October 10, 2024. Each Market Day will begin at 2 p.m. and will run until 7 p.m.

Vendors are required to set up their booths between 12:00 and 1:30 p.m. and have their vehicles parked in their specified area by 1:30 p.m. If a vendor has not arrived by 1:45 p.m. all items that will be at their booth will have to be walked into the event area.

NO VEHICLES are permitted to drive within the event space after 1:45 p.m. there will be no exceptions, as this is for the safety of our vendors and attendees.

All vendors must remain open for the entire Market time and not take down their vendor display before 7 p.m.

Application and Fees

To rent space at the East Gwillimbury Farmers Market, each Vendor must apply and pay the prescribed fee which covers rental space within the market, along with parking onsite. All payment details will be communicated upon acceptance.

Payment will only be accepted once your business has been accepted to take part in the Market.

If any problems occur with this process contact the Special Events Programmer, Amanda Luangrath by emailing at aluangrath@eastgwillimbury.ca.

Applications will be reviewed and approved by the Farmers Market Working Group. The Vendor will be notified as soon as possible. All early-bird applications must be paid in full by February 29, 2024 to be eligible for this offer.

1. No Vendor will be permitted to participate in the Market without the application being submitted and approved along with the prescribed payment being received.

Payments must be made online (details will be confirmed upon acceptance) or by cheque, payable to the East Gwillimbury Farmers Market and can be mailed or delivered to: Town of East Gwillimbury, Attention: Amanda Luangrath, 19000 Leslie Street, Sharon, ON L0G 1V0 (905-478-4283 x1469, aluangrath@eastgwillimbury.ca). NSF cheques will have a surcharge of \$51.80.

The East Gwillimbury Farmers Market will not accept any applications on Market days. Non-registered Vendors are not permitted and must leave the market if this does occur.

Payment must be received within 10 business days of market acceptance. If not received, another application will be considered.

Payments are NON-Refundable.

Vendor and Product Eligibility (Grow It, Bake It, Make It)

The Farmers' Market Advisory Committee will endeavor to provide variety and choice for our customers when selecting/approving vendors for the market, therefore there will be no exclusivity for any product. Each Vendor is responsible for providing verification that all saleable products are produced in Ontario (we encourage that produce is grown by your farm/company).

The Working Group reserves the right to request copies or images of items that are for sale prior to the Market. Items for sale must align with the Town's core values. Politic and/or vulgar statements are not accepted.

Arts and crafts items shall be 100% original, handcrafted, not factory or commercially produced. Flea market or similar mass-manufactured items are not permitted. Space for craft vendors will be limited at the discretion of the East Gwillimbury Farmers Market Working Group. Craft vendors may be asked to submit photos/samples of their work to the working group for approval prior to acceptance as Vendors. All items intended for sale must be listed on the Vendor Application form.

All vendors selling alcohol must have approval from the alcohol and gaming commission of Ontario prior to selling at the market. Email the relevant paperwork and staff Smart serve cards showing AGCO market approval to the Market Programmer's email: aluangrath@eastgwillimbury.ca.

All vendors selling eggs must provide the number of the egg grading station registered under the Canada Agricultural Products Act. Egg Grading Station #.

All items displayed, sold, distributed, or promoted must be pre-approved by the working group. The market programmer and working group, reserves the right to request a product to be removed if the item has not been approved or goes against the Town's core values.

Vendor Space

All vendor spaces will be assigned by the Market Programmer.

Renewing vendors preferred location will be considered before first-time vendors preferences.

PLEASE NOTE - the 2024 Market layout has changed from previous years, returning vendors are not guaranteed the same space as previous years.

Vendor spaces may be changed at the discretion of the Market Programmer at any time through the season. Vendors who are not present to claim their assigned space before the market opens may not be allocated their usual space.

Vendors must ensure that their display is attractive, tidy, clean, and safe. Vendors must display a sign in view stating the name of their business/vendor's name and prices of items being sold must be on tables or on the item.

The East Gwillimbury Farmers Market reserves the right to request that any signs, decorations or displays be changed or removed at the discretion of the Market Programmer.

Vendors are responsible for supplying, setting up and removing their tables, chairs, canopies/coverings, and display materials.

It is the responsibility of the vendor to supply their own electrical cord if required. Vendors are responsible to have all canopies secured with enough weights (approx. 25 lbs per leg).

A limited number of electrical outlets are available at the market site, and Vendors must request the use of electricity on the application form.

Fees are applicable as published. The availability and fees will be confirmed after applications are approved.

Vendors must dispose of any waste materials at the end of the market day, they are responsible for complete cleanup of their market space.

Attendance

Vendors are required to notify the Market Programmer by phone or e-mail a minimum of 48 hours before the market date if they are not able to attend due to unforeseen circumstances. The Market Programmer may allocate their space at their discretion. After two missed dates without notice, vendors will be fined our one day vendor fee of \$55 for any additional cancellations and will not be able to return until the fine has been paid. Planned dates must be listed in the application. Refunds will not be issued if a Vendor chooses to leave the Market prior to the end of the season or planned dates. There is no transfer or sub-letting of Vendor space.

Legislation

Vendors are responsible for obtaining all necessary licenses, permits, inspections and certificates for the sale of their products ensuring that they have complied with all applicable regulations.

Compliance with Provincial and Federal Sales Tax Regulation is the responsibility of the individual Vendor. Issues arising from any failure to comply are the sole responsibility of the Vendor. Periodic inspections will be conducted at the market by York Regional Health Services. All vendors producing food products will be required to use a Health Board certified kitchen to prepare their products.

No Vendor shall sell produce labeled "Organic" unless the produce is grown on a certified organic farm.

Facilities and Property

No Vendor is authorized to make any change or alteration to the Civic Centre property. The East Gwillimbury Farmers Market Advisory Committee, the Market Programmer, The Town of East Gwillimbury and Civic Centre will not be held liable or responsible for any vendors items damaged or destroyed.

Vendors accept full responsibility for any loss, damage or accident occurring at the Market as a result of any negligence or willful default by any Vendor. Vendors will not be permitted to smoke at their booth. A designated smoking area will be assigned.

Cancellation Policy

The East Gwillimbury Farmers Market aims to be an all-weather market and Vendors are to be prepared for any weather. The Market Programmer reserves the right to cancel or close the market should there be severe weather conditions. Any cancellation decision will be made on-site at the market or prior to the market start date. Refunds will not be made if a market day is cancelled.

Feedback Policy

The market operates in a continuous-improvement mindset. Vendor concerns, disputes or issues will be handled in writing, rather than at the market in front of customers.

Penalties for Non-Compliance

Any Vendor who contravenes any of the provisions of the Rules & Regulations Agreement may have their rental agreement terminated immediately either on site or by written notice at the discretion of the Market Programmer. The Market Programmer has the authority to notify a Vendor to leave the Market site immediately if they have not complied with the provisions of the Rules & Regulations Agreement. The Farmers' Market Working group will adjudicate any disputes that are unresolved by the Market Programmer.

Thank you!