



Springwater Farmers' Market – Elmvale Presented by the Elmvale BIA

info@elmvalebca.ca

2024 Vendor Application Package

*Welcome and Thank You for participating in the Springwater Farmers' Market – Elmvale,
Presented by the Elmvale BIA!*

New for 2024: The market will be run by the Elmvale BIA and operate every Thursday evening, rain or shine, June 13 through August 29, 2024, from 5:00 pm to 8:00 pm. The Market will be located in the municipal parking lot at 33 Queen Street West, in Elmvale (next to the Elmvale Community Hall).

For all vendor, community table and entertainment inquiries, please contact the Elmvale BIA by email at info@elmvalebca.ca

Mission Statement

“To support our local agricultural community and promote a healthy community while attracting visitors to the Elmvale commercial district for the purpose of business expansion and retention.”

Policies, Procedures and Guidelines

Membership Eligibility

- All vendors selling at the market must pay all applicable fees in full, prior to the start of the market.
- All vendors shall live and produce their goods within Simcoe County.
- Arts and crafts items shall be 100% original and hand-produced.
- All food vendors (packaged, made on-site, produce, etc.) must follow the Simcoe Muskoka District Health Unit regulations and submit the necessary forms. A copy of the form is to be included with the application to the Township.
- All vendors (weekly or annual) must pay an annual administration fee of \$25.00.

Fees for 2024 (same as 2023)

- Annual Administration Fee - \$25.00
- Weekly Vendor Rate - \$25.00.
- Annual Vendor Fee - \$240.00 for 12 Weeks (a savings of \$60.00)
- Fees are to be paid in advance by cash or cheque. All cheques are to be made

- payable to the Elmvale BIA
- Fees are non-refundable.
- Subletting of space is not permitted.
- A minimum of 24 hours' notice is required should a vendor not be able to attend.
- Failure to attend as scheduled, without the required notice, will result in a \$25.00 fine per week.

Allocation of Space

- Each vendor space will consist of 10ft X 10ft, additional spaces must be purchased if more room is needed and available.
- For the regular season, booth space is allocated using the following priority:
 - Vendors whom have participated in previous years and farm producers will have priority;
 - Spaces are allocated on a first come, first serve basis; and,
 - Only paid, full season vendors will receive designated vendor spaces.
- Vendors anticipating not being able to attend the Market are requested to give prior notice early in the week in which they do not expect to be present. A \$25 fine will be levied if you fail to provide adequate notice.
- Washroom facilities are available and located through the side door in the Knox Building on the east end of the parking lot.

Set Up of Vendor Booths

- Vendors must be set up before 4:30 pm and close no earlier than 8:00 pm each day.
 - Exceptions will need to be known in advance and discussed with the Market Manager. A \$20 fine will be incurred for any vendor who is late setting up or who leaves early.
- Vendors must show up on time unless they have notified the Market Manager that they will be late or not coming. If the vendor fails to show by the time of opening, the Market Manager may give away their designated spot to a casual vendor for that day. There will be no refunds issued.
- Vendors are required to assure their area is free from garbage and left clean.
- Vendors are responsible for removing all of their garbage from the Market and dispose of it off site.
- Vendors must stay within the space allocated to them.
- No vendor shall make any change or alteration to Municipal Property.
- Vendors shall not block walkways, fire exits or other Vendors' spaces.
- The Springwater Farmers' Market – Elmvale, Elmvale BIA or Township of Springwater shall not be held responsible for items destroyed by fire, vandalism, theft or any other cause.
- The Market Manager, or their designate, shall have the right to approve or disapprove any signs, decorations, or displays in the vendors space and to request changes or removal.
- Canopies, tents, umbrellas, etc. must be anchored by weights to ensure the safety of the public, as well as compliance with the fire and safety standards. The tent legs are not to penetrate the asphalt.
- The Market does not supply electrical extension cords.

- Vendors with on-premise prepared food and baked goods are required to have a full canopy covering their booth. Food products are to be wrapped and a list of ingredients must be available on request. All other health unit rules/regulations are to be followed and the responsibility of the vendor.

Range and Origin of Products

- The vendor application must clearly signify what produce and/or products are intended to be sold.
- The vendor shall sell from their space only those produce and/or products which have been pre-approved by the Springwater Farmers' Market - Elmvale. Produce and/or products not pre-approved must be removed as required.
- Farmers' Markets regulated by Public Health must be 51% farm producers in order to operate, which limits the number of vendors we can accept.
- Priority will be given to existing vendors and farm producers.
- Produce coming directly, or indirectly from a Food Terminal will not be approved and must be removed.
- Reselling of antique, flea market or commercially manufactured items are not allowed.
- All fruits and vegetables must be produced, grown, and processed within Simcoe County or within a 100km radius of Elmvale (Springwater vendors will take priority).
- Specialty items, such as artisan cheese, are permitted from outside of Simcoe County, in order to increase variety at the market, and will be permitted at the discretion of the Market Manager.
- Supplementary produce/items will be permitted but must not exceed 15% of the total available goods per booth and are subject to the approval of the Market Manager. These items must be marked with their point of origin.
- Livestock is not permitted for sale at the market.
- It is the intent of the Market to offer a diversified selection of commodities. Therefore, we invite prospective vendors when making their application for space, to please list completely their produce and products, allowing the Market Manager to select a broad range of vendors to enhance the success of the market.
- Spaces are limited and the Market Manager (or designate) has the right to use their discretion as to which vendors would provide the most appropriate range and offering of local fare.

Vendor Responsibility

- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the Market as a result of negligence or willful default on the part of the vendor or their employees.
- The Springwater Farmers' Market - Elmvale will carry comprehensive liability and volunteers' accident insurance under Farmers' Market Ontario association. Should vendors require additional insurance, including product insurance it will be at their own discretion/responsibility.
- Vendors shall label their items and produce clearly by type and price. A certificate must be shown for all organic produce.

- Vendors agree not to practice distress selling, as it is unfair to the balance of the vendors.
- No hawking, calling attention to produce or selling products in an aggressive manner.
- Vendors are responsible for keeping their space clean and neat at all times.
- Visually attractive presentation is appreciated and plays a large role in the success of our market.
- All samples offered must meet the following criteria; stored in rigid, covered containers until serving, pre-cut away from sales unit under clean and sanitary conditions (toothpicks provided); and the vendor must provide a waste container.
- Vendor is to supply their own folding table or table of choice, table cloths, folding, canopy, umbrella, tarp, waste containers etc. A limited number of tents are available for rent on a first come first served basis. Terms of rental include dismantling the tent and returning it to the Market Manager. **Please note, new for 2024, we no longer have tables for rent.**
- No vendor shall play any radio or other sound instrument at a sound level which may disturb or annoy vendors or customers.
- Pets and live animals are prohibited for vendors with the exception of guide/ service dogs.
- No smoking on the market premises.
- Behavior which is threatening, abusive or harassing shall constitute a violation of the market policies and is grounds for immediate dismissal from the Market at the sole discretion of the Market Manager.

Regulatory Agencies

- Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- Compliance with both Provincial and Federal Sales Tax is the responsibility of the vendor.
- All vendors must abide by and all products must comply with federal and local regulations governing health, packaging, labeling, etc. and adhere to the highest standards in safe food production and handling.

Penalties

- Any vendor who contravenes the provisions of these Guidelines and Regulations is subject to the cancellation of their permit without refund.

Managing the Market

- The Springwater Farmers' Market - Elmvale may employ or select a Market Manager whose duty will be to supervise the Market and carry out the above guidelines.
- All incidents should be directed immediately to the Market Manager, or designate, located on the grounds.
- The Market Manager, or designate, shall have the right to inspect booths to see that the area meets health and safety guidelines and product legitimacy.

Community Table

A community table is available, free of charge, to groups, individuals and organizations providing education and community outreach, with a maximum of two (2) different groups participating to promote their organizations at any one market.

- Use of the Community Table for political campaigning or religious proselytizing is deemed inappropriate.
- Any products offered for sale must be approved by the Manager Market and must not be in competition with market Vendors.
- If selling/conducting a raffle, the individual/organization is solely responsible for ensuring the necessary lottery license is obtained. For more information visit:
<https://www.springwater.ca/en/township-hall/applications-licences-and-permits.aspx#Lottery-licence>
- All Springwater Farmers' Market – Elmvale rules and regulations will apply.
- The person applying for the community table on behalf of their organization will be held responsible for ensuring that the booth is staffed.
- The Market may be able to provide a table and tent, only if available and requested by the organization in advance.