



OCCASIONAL VENDOR APPLICATION 2018 SEASON

Mail to Registrar: 1264 Sutherland Rd, Cobden ON K0J 1K0 Tel: (613) 638-2794
e-mail: eganvillefarmersmarket1@gmail.com

All vendors wishing to participate at the Eganville Farmers' Market must complete the following information and forward it to the address above. No one may arrive and set up without completing this Application and being approved. Daily fee is to be paid upon arrival at the market each day the vendor attends. Receipts will be issued.

BUSINESS NAME: _____

OWNED BY: _____

MAILING ADDRESS: _____

POSTAL CODE: _____

TELEPHONE (land line): _____

CELL PHONE: _____

E-MAIL ADDRESS: _____

WEBSITE: _____

I give permission for the Eganville Farmers' Market to announce on the Market's facebook page and/or website when I will be attending the market. As part of that announcement, the following information may be used:

Business Name Yes ___ No ___

Telephone/Cell Yes ___ No ___

Email Yes ___ No ___

Website or facebook page Yes ___ No ___

LOCATION:

Legion Memorial Field, Foran St., Eganville, ON
Home of the curling rink and ball fields. Across from St James Catholic Church

RATE AND RENTAL PERIOD:

The rate is \$15.00 per day that the applicant attends the market during the 2018 season. This should be paid at the market upon arrival. Application must be pre-approved before a vendor may sell at the market.

Hydro needed: YES _____ NO _____
(An extra \$2 must be paid each week if hydro is required)

Market is open every Friday, 2:00-6:00 pm, June 8 to October 5, 2018 inclusive.

LIST ALL PRODUCTS YOU WISH TO SELL:

The Eganville Farmers' Market determines what products on a vendor's application can and cannot be sold on the market premises. Selling products not listed on your application renders your application null and void and you, as a vendor, forfeit the right to sell at this market. A request for the addition of products not listed may be submitted later in the season to the Market Committee for approval.

The Applicant acknowledges and agrees with all rules, regulations and conditions as specified on pages 3 to 5 in this Application.

Signed: _____

Date: _____

Please forward pages 1 & 2 to the address at the top of page 1.

Keep pages 3 to 5 for your records.



RULES AND REGULATIONS

- 1) The Eganville Farmers' Market (EFM) is producer-based and was established to provide fresh, local items to customers and to provide an opportunity for local producers to sell their products. Vendors are strongly encouraged to use locally produced ingredients whenever possible in their products.
- 2) Vendors may be allowed to "re-sell" products (i.e. products they did not produce) in special circumstances and only with approval from the Market Committee. This may apply in situations when products are not locally available or when products are sold for the purposes of market fundraising. The Committee will primarily consider whether or not the re-sold products help to make the EFM viable and whether products are suitable for the market.
- 3) Your stall cannot be sublet or otherwise assigned or used by persons other than those named on the application. The person signing the application or his/her representative must be present during the rental period. Violation of this renders the vendor's application null and void and the vendor forfeits the right to sell at this market.
- 4) All Vendors **MUST** notify the market organizers when they would like to attend. This should be done a week in advance to ensure that space is allowed and that the required ratio of farmers – non-farmers is maintained.

Contact : Susan Parker 613-433-7048

Email: susan.parker7048@gmail.com

- 5) Vendors must adhere to Municipal, Provincial and Federal Regulations regarding labeling, measures, health and safety etc. for all products offered for sale at the market. Awareness and compliance is the responsibility of the individual vendor and not the Eganville Farmers' Market. New regulations occur frequently – contact your governing body for updates.
- 6) **Vehicles cannot enter the market area after 1:45 pm or leave before 6:00 pm.** This is a safety concern for the people visiting the market and other vendors. If a vendor has not arrived by 1:45 pm, set up is permitted but

without the use of a vehicle. Caution must be exercised at all times when operating a vehicle in the area.

- 7) All vendors are expected to be open and ready for sales at market opening time and stay until closing time. If you sell out, post a "Sorry Sold Out" sign on your table and return at the end of the market to remove your table and clean up your stall.
- 8) Sales should not begin until the opening bell has rung. This will allow adequate time for set-up prior to the beginning of sales.
- 9) No vendor may practice "flea market-type" pricing or offer discount pricing at the end of the day. The market is committed to supporting fair value for top-quality products all day.
- 10) The vendor must remove all garbage or waste material on or around the rented space and the space must be left as it was on arrival. **This includes scraps and trimmings from produce.** The grounds should be left ready for the next user.
- 11) Alcoholic beverages are not permitted on the grounds. Smoking is not allowed in vendor stalls.
- 12) Live animals are not allowed in vendor stalls. Guide dogs excepted.

Vendors must fully comply with the Rules and Regulations as set out in this document. Vendors who do not comply with a rule will be notified in writing regarding how they are not in compliance. If 2 notices have been given and the vendor does not comply, the third infraction will result in a letter of termination.

ADDITIONAL INFORMATION FOR VENDORS

- 1) Shelter, tables, chairs, displays, etc. are the responsibility of the vendor. Provision to secure these items from extreme weather are also the vendor's responsibility. There are **NO** blocks, spikes, ropes, etc. provided.
- 2) A sign or banner with your name or the name of your business is recommended but not mandatory. We will provide a name tag. Customers like to get to know you.
- 3) Insurance coverage against bodily injury and property damage to third parties is provided to vendors during Market hours by the Eganville Farmers' Market through Farmers' Markets Ontario. Vendors wishing to acquire additional coverage for personal property or products are encouraged to do so.

- 4) The vendor is solely responsible for all personal loss, costs, damages and expenses of any kind whatsoever which occur due to participation in this market.

FOOD SAFETY

Every person handling food products must maintain a high standard of personal hygiene and cleanliness. All vendors must practice these standards to prevent the transfer of pathogens between vendors and foods. Please adhere to the following guidelines:

- All foods offered for sale must be protected from contamination.
- Baking and processed foods must be pre-packaged at point of production, or contained in a display case to protect from airborne and human contamination.
- All persons handling food, must wear clean clothing, wash hands often, be free from infectious disease, NOT smoke, and avoid touching nose, mouth, hair and skin.
- All Vendors MUST wash hands thoroughly with warm water and soap after visiting the washroom.
- Containers and wrappings must be single-use only.
- Do not allow any unauthorized persons access to where food is being prepared. Watch children closely.
- All food must be at least 15 cm (6 in) off the floor/ground.
- All canned products must be packaged in sterilized jars and sealed with new vacuum lids.
- Clean up the serving area often, being especially careful to pick up food scraps that fall onto the ground or floor.
- Sampling and condiments:
 - a) Do not allow customers to get hands anywhere near samples to be eaten by other customers.
 - b) Prepare individual samples that cannot be handled by more than one person.
 - c) Provide toothpicks or small paper containers or pass out each sample.
 - d) Provide tongs, forks or spoons for each type of condiment being offered (no customer hands in the bowls).