



## **Brockville Farmers' Market (BFM) -- 2019 DAILY VENDOR Application Form**

### ***Welcome to the Brockville Farmers' Market***

The Brockville Farmers' Market is happy to welcome local producers and artisans who wish to come for a day or on occasion only. To ensure that you can set up on the day you have selected, you are required to contact the market manager ahead of time to ensure your products meet our "locally produced" requirements. (See *Jury Committee Guidelines*). Once stall is assigned, set up time for Dailies is 8:00am. Market closes at 1:00pm. Fees: an annual administration fee of \$30.00 (charged once per season) and then a \$20.00 per day fee. Please submit payment to **the BFMA Treasurer** Cheque to be made out to '**Brockville Farmers Market Association**', or an eTransfer can be made to **payments@brockvillefarmersmarket.ca** A \$25.00 fee is charged for N.S.F. cheques. A receipt will be issued upon payment.

Vendor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

What are the PRIMARY products you are planning to sell today?

\_\_\_\_\_  
\_\_\_\_\_

**Please remit this form and your Administration fee of \$30.00 and your daily fee of \$20.00 to Brockville Farmers' Market Treasurer or eTransfer to [payments@brockvillefarmersmarket.ca](mailto:payments@brockvillefarmersmarket.ca)**

**PLEASE NOTE: PAYMENT IS REQUIRED AFTER THE APPLICATION HAS BEEN RECEIVED AND APPROVED. DO NOT SEND PAYMENT WITH APPLICATION.**

I agree to abide by the rules and decisions of the Brockville Farmers' Market.

Date:

Signed: \_\_\_\_\_

**Thank you for joining the Brockville Farmers' Market today.**



AGREEMENT BETWEEN THE BROCKVILLE FARMERS' MARKET ASSOCIATION AND  
VENDORS OF THE BROCKVILLE FARMERS' MARKET

2019

Each vendor placing goods for sale on the BROCKVILLE FARMERS' MARKET must agree to and comply with the terms set out by this Agreement.

1. Each vendor shall pay a fee to the Brockville Farmers' Market Association in the amount designated by the Association. Cheques should be made payable to the Brockville Farmers' Market Association. The 2019 per stall fee structure is:

Daily Vendor - A one time annual administration fee of \$30.00 and a daily fee of \$20.00 per day/per stall Refunds will be in accordance with the Refund Policy (excluding the administration fee).

2. Brockville Farmers' Market hours are as follows:

Permanent/Seasonal and Daily Vendors:

Thursday, & Saturday 8:00 a.m. to 1:00 p.m.

Vendors are expected to remain at their stand during the whole period of sale, i.e. from 8:00 a.m. to 1:00 p.m. unless previously arranged or because of extreme weather.

3. Each permanent/seasonal vendor must be present on the market a minimum of 15 days throughout the market season or forfeit the right to renew his/her allocated stall(s) (or same in close proximity) for the next year. An attendance record will be kept by the Brockville Farmers' Market Association.
4. Each permanent/seasonal vendor must be on the Market by 8:00 a.m. on designated market days or his/her stall(s) may be reallocated to an existing permanent/seasonal vendor or rented to a daily vendor, respectively starting at 8:30. Market vendors shall not remain on the market grounds past 1:30 p.m. on any market day.
5. When signing the application for a stall(s), permanent/seasonal vendors are required to give the time frame they plan to be on the Market, therefore allowing the Executive to temporarily reallocate empty stalls for a more organized market.
6. Vendors are limited to having two stalls on the Market and when possible, these stalls should be side by side. Therefore, all vendors must be aware that when renewing their stall(s) even with having met the attendance requirement, they will not necessarily be guaranteed the same stall(s), but will be given stall(s) in close proximity.
7. Stalls that become available will be allocated and assigned by the Executive of the Brockville Farmers' Market Association's taking into account the Market's objectives and priorities and the enabling legislative framework.
8. Vendors must adhere to the principles described in the Code of Ethical Practices, as well as the Rules and Regulations of the Brockville Farmers' Market.

9. The vendor agrees that all products sold on the Market shall be locally grown or produced. Resale of local products will be allowed only on occasion and after the approval of the Jury Committee. All crafts for sale must be produced by the vendor and approved by the Jury Committee.
10. Vendors of foods (e.g. baked goods, preserves, produce, frozen foods, hot foods, honey, maple syrup, etc) and other goods are responsible to comply with provincial and federal safety and product identification requirements. All products offered for sale are subject to inspection by the City of Brockville, Health Unit, Province of Ontario, and/or Government of Canada.
11. All vendors agree to allow for an inspection of their product(s) and premises, if the need arises.
12. The vendor agrees to accept full responsibility for any loss, damage or accident occurring on the Market as a result of negligence or wilful default on the part of the vendor.
13. Each vendor agrees to keep his/her stall(s) area clean and tidy at all times and must clean up his/her stall(s) before leaving the Market at the end of the market day.
14. Each vendor agrees to keep the area in front of his/her stall (the sidewalk/lane) free of tables, boxes, signs or other objects.
15. A vendor's permit cannot be transferred to any other individual or organization by the permit holder.
16. Vendors who do not comply with the terms of this agreement might have their permit revoked.
17. Each returning vendor who is interested in renewing his/her membership and agrees to comply with the terms of this agreement must submit his/her application and remit the required fee for the new Market Season by February 28 of that year.

### *CODE OF ETHICAL PRACTICES*

The Brockville Farmers' Market, founded in 1833, is one of Ontario's oldest continuously operated markets. It serves the citizenry of Brockville, the Counties of Leeds and Grenville and our immediate neighbours in the United States. The Brockville Farmers' Market takes great pride in its heritage and wishes to ensure its future. It is valuable, therefore, to adhere to the principles governing the Brockville Farmers' Market and be dedicated to the preservation of these principles.

1. The Brockville farmers' Market Association and each of its affiliated vendors shall undertake the obligation to insure that fellow vendors, customers and the public in general enjoy an environment free of harassment, either physical or verbal; i.e. abusive or inappropriate language, abusive or inappropriate physical actions, directed from one to another vendor or directed from a vendor to a member of the public.
2. The Brockville Farmers' Market Association and each of its affiliated vendors shall undertake to maintain a standard of cleanliness in the area(s) of their allocated stand(s) and the market in general
3. The Brockville Farmers' Market Association and each of its affiliated vendors shall respect and ensure the safety of the public by not obstructing pedestrian walkways
4. The Brockville Farmers' Market Association and each of its affiliated vendors shall actively participate to maintain the high standards of products offered to the public, for which Brockville Farmer's Market has become known
5. To insure the application of the above principles, the Brockville Farmers' Market Association and its affiliated vendors, shall have the power to institute disciplinary and corrective proceedings

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

