

## **Uxbridge Farmers' Market Vendor Rules and Regulations**

### **Vendor Responsibilities**

- Each vendor must bring their own:
  - Table and display tools/decorations
  - Tent, weights and tools for securing tent (outdoor vendors only)
  - Garbage/recycling receptacle, if needed (e.g., for sampling products)
  - Containers (bags, boxes, baskets, etc.)
  - Cash box and change
  - Extensions cords, if needed
- Vendors agree to accept full responsibility for any loss, damage, or accident which occurs at the market as a result of negligence or willful default on the part of the Vendor. The Association shall carry Public Liability Insurance in the market area to protect the Board of Directors for their actions on behalf of the Association. Vendors should also contact their Insurance Agent relative to their participation in the market. The Uxbridge Farmers' Market cannot be held responsible for items destroyed by theft, vandalism, accident or any other cause.
- All vendors who offer food samples must have thermometers for both cooked food/refrigeration monitoring and must supply their own hand wash station as needed.
- All items/ingredients prepared outside of the market considered "Potentially Hazardous Foods" must be prepared in an inspected kitchen.
- Vendors shall label their product clearly by type and price.
- Anyone wishing to sell anything not listed in their initial application must contact the Market Manager for prior approval.
- Vendors must keep their stall area neat and clean at all times. At the end of the market day, each Vendor is responsible for removing everything from their assigned. This includes all waste produced by Vendors or left by Customers. If any Vendor's space requires extensive cleaning by the Market Manager after market, the Vendor will be billed accordingly.
- All vendors shall promote this event on their social media (Instagram and Facebook) in advance by posting about the event and tagging @UxbridgeFarmersMarketCanada, and sharing promotions posted by the Uxbridge Farmers' Market accounts.
- The Uxbridge Farmers' Market is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and

dignity. There is absolutely zero tolerance of bullying, harassment, or violence of any kind.

- Vendors who bring pets to market must ensure their pet is secured and attended by a responsible person at all times.

### **Allocation of Space**

- Spots will be allocated or moved at the discretion of the Market Manager. No spot is guaranteed. Subletting of stalls is not permitted under any circumstances.
- Vendors are responsible for letting the Market Manager know in advance of any cancellation; notice must be given at least two weeks before market date to qualify for a refund of fees.
- Cancellations within two weeks of market date will not be refunded.
- On market day, vendors unable to attend must notify the Market Manager by 8:00 a.m.
- “No show” and/or “no notification” vendors will be removed from the list for future events.
- We are a “Rain or Shine” market; only in cases of extreme unsafe weather would a market be cancelled, in which case vendors would receive advance notification and a full refund of fees for that day.

### **Set-up**

- Vendors must arrive at the market venue by 8:30 a.m. on market day.
- Market opens promptly at 9 a.m. Vendors should aim to be completely set up by 8:30 a.m.
- Once a vendor has been allocated a space, their display and all products must stay within the boundaries of their spot.
- No vendor may leave the Market prior to 2:00 p.m. - even if sold out! This also means no vehicles are allowed into the Market before 2:00 p.m.
- All vendors must be off the premises by 3:00 p.m.
- The Market Manager or their proxy shall have the right to approve any signs, decorations, or displays in the vendor’s space and to request changes or removal of them.
- Vendors shall remain in their own market space when selling. Sales must be conducted in an orderly manner; no objectionable means of soliciting is tolerated. A stall must be attended at all times by a responsible person.

- Vendors/displays must not block walkways or fire exits, or impede on other vendors' stall spaces.
- Vendors must display their business name and address in a prominent spot, along with relevant licenses (e.g., Health Unit) made visible to the public.
- Stereo equipment, TVs, VCRs, or any other machinery which produces sound will be permitted only with the approval of the Market Manager.

### **Regulatory Agencies**

- Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- Vendors must be in compliance with Durham Region Health Department regulations.
- Vendors must be in compliance with Provincial and Federal Sales Tax regulations.
- No Vendor shall sell or offer for sale food which does not abide by all regulations stipulated in the Public Health Act. The market will conduct inspections at random/as required and is subject to inspection by regulatory agencies such as the Durham Region Health Department.
- No Vendor shall sell produce labeled "organic" unless the produce is grown on a certified organic farm.

**By submitting my application, I acknowledge that I have read the Rules and Regulations and agree to abide by them. I understand that failure to do so may result in my vendorship being revoked should the Board of Directors feel it necessary.**