



**Mapleton Farmers' Market**

**Vendor's Handbook of Rules & Regulations**

## ORGANIZATION

### Mapleton Farmers' Market

The mission of the Mapleton Farmers' Market is to maintain Farmers' Market for the purpose of marketing local farm, agriculture, and craft products and to improve production of, stimulate public interest in and increase consumption of local products. The Mapleton Farmers' Market is therefore open strictly to local and bona fide producer-vendors. All Vendors must sign that they have read and will abide by the rules of the Farmers' Market.

## MARKET LOCATION & SEASON

### Location

The Mapleton Farmers' Market is located at the Drayton Municipal Parking Lot. 14 Main St W Drayton.

### 2023 Dates & Hours

Mapleton Farmers' Market Last Thursday of May, June, July, August, and September- 4pm – 7pm.

If a market is cancelled due to weather it will be cancelled. There are no rain dates.

## VENDORS

To become a vendor at the Mapleton Farmers' Market, persons must submit the proper application, be approved by the Mapleton Farmers' Market Staff, and agree to abide by the Rules and Regulations. A breach of the Mapleton Farmers' Market Rules and Regulations shall be grounds for no longer being allowed to vend at the Market. If you are vendor selling food products you must also complete the applications required by the Wellington Dufferin Guelph Public Health Unit.

### 25% Rule

The sale of items grown or produced by anyone other than the vendor is only permitted by special provision. Such items must be approved by the Market Staff. For approval, at least 75% of what is being sold is the vendor's own product and the resell items cannot be in competition with *locally grown* items for sale by other market vendors. ***And further to that, items grown or produced outside of the 50 km radius are identified as such and must be products of Ontario.***

### Residency

Applicants must be residents of Ontario and grow or produce the goods within a 50 km radius of Mapleton.

### Vendor Status

There are two types of Vendor status available at the Market:

- Daily Vendors attend the Market on a day-by-day basis.
- Seasonal Vendors attend the Market full time, and are:
  - Full season, attending for the entire summer season May to September.

\*Please note that at the time of filling out the vendor application, you will be asked to provide your availability. If you are unable to attend a market during the season that you marked as available, please notify the Market Manager at least 24 hours in advance.

## APPLICATION AND SELECTION PROCESS

### Vendor Distribution

The percentage of primary producers/growers (product is grown or raised by the vendor) to non-growers shall be no less than 51% which qualifies the Mapleton Farmers' Market to be considered true "Farmers' Market" as defined by Farmers' Market of Ontario (FMO). The Wellington Dufferin Guelph Public Health Unit (WDGHU) is the body which verifies whether a vendor is a primary producer, and any determination of the WDGHU overrides the Mapleton Farmers' Market classification of primary producer/grower or non-grower.

### Vendor Agreement

All applicants to be a vendor must complete a "Vendor Application" form annually. The purpose of the Vendor Application procedure is to maintain a high quality, producer-based market, to provide a variety of balance of

products, to ensure fairness to all Vendors and to ensure that Vendors abide by the rules of the Market. Vendors must also complete the [WDGHU food vendor form](#).

### Review & Jurying

The completed Vendor Application form is reviewed by Mapleton Farmers' Market Staff. All products offered for sale must be juried by Staff to ensure they are indeed produced by the applicant, are produced within the 50 km radius, are of high quality and are compatible with the other products sold at the market.

### BOOTH/STALL ALLOCATION

The Mapleton Farmers' Market Staff shall assign stall space on the first day of the season. The Mapleton Farmers' Market Staff may move a vendor for reasons of safety, health, product compatibility and any other valid reason at their discretion; however, the Mapleton Farmers' Market Staff will make every effort to keep a vendor close to their originally designated location to minimize disruption for customers.

### Space Limitations

Vendors may apply for multiple stalls, but allocation depends on space availability at the time.

### FEES

**Booth/Stall Fees.** Fees are based on the size of the booth/stall.

- Daily: Payable each day of market on arrival.
- Season: Full Season fees are discounted from daily fees and payable in advance.

#### 2023 Season Fees

Booth Size	Price	
	Daily	Full Season Rate
10 X 10	\$15	\$65 (all 5 dates)

### VENDOR RESPONSIBILITIES

#### Compliance

Vendors must comply with the following: failure to do so shall be grounds for no longer being allowed to vend at the Market:

- The Mapleton Farmers' Market Rules and Regulations
- Municipal, Provincial and Federal Regulations regarding labeling, measures, health, and safety etc. for all products offered for sale at the Market. Compliance is the responsibility of the individual Vendor and not the Mapleton Farmers' Market or Market Staff.

#### Punctuality

Vendors must arrive at the Market in time to unload, move products into the booth/stall, park vehicles, setup their booth/stall and open for business at the designated opening time (see article 6 for times). Vendors must keep their booth/stalls open for the entire Market day, and not begin to tear down before designated closing time.

#### Displays

Vendors are responsible for providing all display materials (displays, tables, chairs etc.) and setting up and tearing down any displays. Booths should have an attractive and professional appearance, enhanced by good presentation and cleanliness.

#### Parking

Vendors are required to park in the designated areas after unloading their products.

#### Farm Products Grades and Sales Act

Products should be sold by units or legal containers, such as bushel, 4-litre baskets, quart, etc.

## Food Safety

Every person handling food product must maintain a very high standard of personal hygiene and cleanliness. In fact, all Vendors and staff must practice these standards to prevent the transfer of pathogens between Vendors/staff and therefore to 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.
- Racks, shelves, or tables must be provided for food display, and all food must be at least 15 cm (6 in) off the floor/ground.
- All canned products must be packaged in new jars and sealed with vacuum lids.
- Personal effects should not be stored anywhere near food products.
- Sampling and condiments:
  - Do not allow customers to get hands anywhere near samples to be eaten by other customers; prepare individual samples that cannot be handled by more than one person; provide toothpicks or small paper containers or pass out each sample.
  - Provide tongs, forks or spoons for each type of condiment being offered, no customer hands in the bowls.
  - Clean up the serving area often, being especially careful to pick up food scraps that fall onto the ground or floor.
  - Watch children very closely.

Please refer to the information provided by the Wellington Dufferin Guelph Public Health Unit.

## Refuse

Booth/stalls must be kept free from refuse during the Market day, and at the end of the day all refuse for removal must be placed in the bins provided, except cardboard boxes which must be broken down for recycling and placed beside garbage bins not in them. This is especially critical for any produce and food vendors, because of the risk of vermin, and scraps of any such material must be scrupulously cleaned up from the ground or floor.

## In-booth Storage

Storage containers and equipment shall be confined to one's Market space and kept out of sight.

## Live Animals

Live animals may not be sold at the Market. *Vendors are not permitted to have pets in the Market under any circumstances, guides dogs accepted.*

## Insurance

While the Mapleton Farmers' Market does carry basic Public Liability and Property Damage Insurance, any additional insurance coverage is the responsibility of the individual Vendor. The Mapleton Farmers' Market or Mapleton Township bears no responsibility for any Vendor property at the Market. As the Town is just supplying the space, vendors are responsible for the sale of their products and are encouraged to have their own insurance for potential risks.

## Community Table

A community table is available to charity and non-profit organizations, at no cost, for fund-raising, promotional and educational purposes. Any products to be offered for sale must not be in competition with the market Vendors, and all Mapleton Farmers' Market rules and regulations will apply.

## Vendor Code of Conduct.

All vendors must be respectful at all times to all fellow vendors, Market staff, Market volunteers, Market patrons, and all other concurrent users of the Park space. Sales must be conducted in an orderly and business-like way, and no shouting, calling out to passing patrons, or other objectionable means of soliciting trade are permitted. Please

note that the Market will be sharing the use of the Park with others who may have different affiliations and interests, and as such must co-operate with those others, and not create any nuisance to those others.

No alcoholic beverages are permitted at the market (Exception: VQA wine samples provided by a vendor). ***Smoking by vendors is not permitted at the market.***

The Township of Mapleton, under the *Smoke-Free Ontario Act, 2017* (SFOA, 2017) prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public spaces, as well as other designated places in Ontario, to protect worker and the public from second-hand smoke and vapour.

Smoking and vaping is not permitted on the outdoor grounds of community recreational facilities or public spaces within 20 metres of the perimeter of the grounds.

#### **Vendor Concerns or Grievances.**

Vendors are strongly discouraged from discussing Market issues in front of patrons; however, Vendors are encouraged to first approach the Market Manager or designate if they encounter a problem needing immediate action. The Market Manager or designate will attempt to resolve the situation. If the situation cannot be resolved in the moment by the Market Manager or designate, all discussion on the matter will cease for the duration of the Market, to remain courteous and professional in front of all fellow vendors, Market staff, Market volunteers, Market patrons, and other users of the Park. The Market Manager or designate will request that the vendor submit a detailed letter detailing the concern to the Market Manager. The Market Staff and Management will then consider this information as soon as possible and has the authority to make the final decision on the outcome of the grievance and the penalties for non-compliance.

#### **MARKET MANAGER OR DESIGNATE ON SITE**

##### **Applying the Rules and Regulations.**

The Market Manager or designate supervises the day-to-day operation of the Market and applies the rules and regulations as detailed in this Handbook, and any other guidelines at the time (i.e., COVID-19 Guidelines). The Market Manager or designate will issue a written warning to a vendor when a violation of the rules and regulations occurs and will report these violations to the Farmers' Market Staff promptly. The Market Staff will then follow up with the vendor prior to the next Market day and communicate to the vendor what actions need to be corrected to meet current guidelines. If the vendor does not make corrective actions, and/or continues to not follow the Market's rules and regulations at the following Market day, the Market Manager or their designate, can ask for their removal from the Market. If this occurs, the Market Manager or their designate, discuss with the Farmers' Market staff if their removal from the Market should be permanent. This decision will be communicated with the vendor either by both phone and email or letter prior to the next Market day. In the event the removal is permanent, and the vendor has pre-paid for any future Market stall days, the vendor shall be re-imbursed their money. If a vendor has been removed permanently, they are no longer allowed to return to the Market as a customer or vendor, unless the Market Manager and staff agrees to lift their ban.

##### **Removal of Persons.**

The Market Manager or designate has the authority, with cause, to request any vendor or other person to leave the Market operating area and, if necessary, to call the police for assistance. Cause for removal includes acts of harassment towards other vendors or Market patrons, refusing to follow Market rules that have been laid out in this guideline or rules that have been made on a temporary basis (i.e., Covid rules); refusal to follow proper public health guidelines, and any other guidelines of the day.

**If you have any questions regarding the Mapleton Farmers' Market, please contact:**

Amy Grose, Mapleton Farmers' Market Support  
Community Services Manager  
Township of Mapleton  
T 519.638.3313 x 037  
E [agrose@mapleton.ca](mailto:agrose@mapleton.ca)