



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

THE MCKELLAR MARKET GUIDELINES 2022

PURPOSE:

1. To operate a community open market for the purpose of marketing local products; agriculture, value added, arts and craft etc.
2. To stimulate public interest in, and consumption of, these local products
3. To search out, promote, and encourage, established and new producers
4. To create and maintain a "destination market" that draws customers from the full catchment area, as well as tourists

PRIORITIES:

Anyone growing, or producing food is welcome. This can be on a home grown, or hobby scale, as well as commercial ventures. We encourage organic, and natural, as well as other methods of production. Your method of farming should be noted at your booth. Anyone producing a handmade craft or art is welcome. Traditional craft is certainly encouraged.

ELIGIBILITY FOR MEMBERSHIP:

Food vendors can enter a relationship with another bona fide food producer to sell product. The intent is to allow for a greater variety of local food choices at the market. Any such agreements, to sell another producer's wares, must have prior approval. Examples could be berries, cheese, fish, and chocolates...from local producers not attending the market themselves.

LOCATION: Minerva Park, on the waterfront, McKellar Ontario, 677 Hwy. 124

TIME: Saturdays from 10am-1pm. Rain days will remain at the park

DATES: Canada Day weekend – **July 2nd, 2022** to Labour Day weekend- **September 3rd, 2022**

PRIVATE PORTA POTTY available at the park for vendors

VENDOR AGREEMENT:

Vendors are required to read the market guidelines and complete an annual Vendor Agreement. The Vendor Agreement includes contact information and description of type of products offered for sale.

PRODUCT CATEGORIES:

Agricultural, Value Added, Arts and Crafts.

The Township of McKellar strives to create and maintain a high-quality producer market. All products must be accepted by the Market Manager or his/her delegate. It is the responsibility of all vendors that they know and meet the Board of Health regulations in producing and marketing their product. Failure to do this can result in removal from the market.

Arts and Crafts items will be considered on the basis of craftsmanship, creativity, originality, handmade, and not mass produced. Samples may be asked for if applicable.

GOVERNANCE:

The market is organized and managed by the Township of McKellar through its Market Manager. Information about the market is posted on the Township website, Facebook and Instagram. The market manager will also submit reports on market activities, statistics, suggested improvements etc.

BOOTH ALLOCATION:

Normal booth size will be 10'x10'. Vendors should be prepared to state the ideal booth size and requirements for their product, whether they need electricity, whether they have a freezer in the back of their truck, whether they need an outside booth for live animals etc. All tables, awnings, signage, etc., for each booth must be

provided and set up by the vendor.

Vendors may not sell, sublet, or rent their booth space to anyone else. Day pass drop in vendors can be considered on market day by the Market Manager, if there is space available, if the vendor meets the established eligibility criteria, including board of health permits, if applicable, and the vendor pays the established fee for a day pass. Non-profit community organization space is limited; paying vendors will take priority.

BOOTH SPACE and LOCATION PRIORITY:

1. Returning full season vendors will be considered first, in the order that they apply
2. New full season vendors
3. Daily drop-ins; only three spaces available weekly

FEES:

- \$120. for full season vendor membership
- \$20. per week for drop-ins
- All full season fees are to be paid in full by April 30th, **2022** to the Township of McKellar
- Back by popular demand- we are hosting two special markets this year (Thanksgiving and Christmas). **Fees: \$20. per day above the seasonal rate.**

Thanksgiving Market: Saturday, October 8th, 2022 (10 am to 1pm) at Minerva Park, 677 Hwy. 124, McKellar, Ontario

Christmas Market: Saturday, November 12th, 2022 (10 am to 1pm) at the Township of McKellar Community Centre 701 Hwy. 124, McKellar, Ontario. Tables and chairs supplied.

Booth fees are considered to be non-refundable, but may be reimbursed for a prorated refund, with valid reason, at the discretion of the Market Manager. In the rare case a market must be cancelled by the township vendor fees will be fully refunded.

VENDOR RESPONSIBILITIES:

Vendors must comply with market guidelines and all municipal, provincial, and federal regulations regarding labelling, measures, health and safety, etc. The Market Manager reserves the right to verify claims if questions arise.

The Board of Health requires all food vendors to submit an annual form indicating their intention of being a food vendor 15 days prior to the market. The Health Unit Form is available at www.myhealthunit.ca under the "Public Health Services-Community Events and Farmers' Markets. Vendors are expected to be present at their booths. This is not always possible, so individual situations need to be discussed with the Market Manager, although, once established as a bone fide producing vendor there is room for members to operate booths co-operatively, as long as it is clear who the product is coming from. Seasonal vendors are expected to be present full time. Absences may lead to the termination of the agreement or loss of booth position. Please keep Market Manager informed of unexpected problems.

Vendors must be set up and ready for business by opening time. Any booths not occupied 15 minutes before opening can be allocated to daily drop-ins. The Market Manager should be informed of any absenteeism or expected lateness. Vendors must keep their booths set up and not begin to fold down until the designated closing time.

Until the market grows, some vendors may park as close as possible to their booth. Do not leave the vehicle idling. Emergency lanes must be kept clear of vehicles and materials at all times.

All vendors must leave the site within 1 hour of closing time. Vendors are responsible for all display materials, setting up, taking down, and cleaning booth area each week. Booths should present an attractive and professional appearance. Unsightly or unsafe material will have to be removed. Signage must clearly indicate the name of farm, business, or individual.

Loud shouting, music and other objectionable means of soliciting trade are not permitted. Vendors should be

considerate of their neighbours. Prices must be prominent and clear. Vendors must practice fair pricing that reflects product value and does not unfairly undercut competition. Sale of live animals will have a designated site. Arrangements will need to be made in advance.

INSURANCE:

Individual members are responsible for their own insurance. The Market or Township does **not** provide coverage for members.

PROBLEM RESOLUTION:

The Market Manager has the authority to make decisions on booth allocation, late arrivals, parking, etc....as well as the authority to move or remove a vendor. Problems not resolved on site can be referred directly to the Deputy Clerk/Treasurer, Township of McKellar.

MARKET CANCELLATION:

Although the utmost effort needs to be made to hold the market, cancelation of the market at any given week due to inclement weather will be the sole responsibility of the Market Manager.

COMMUNITY TABLE:

Due to the recent market growth, non-profit community organization space is limited; paying vendors will take priority. Should space be available, Applications must be submitted in writing to the Market Manager explaining the organization and the project at hand. No display materials or tables are provided by the market during the Summer.

BUSKERS:

Buskers are welcome and should apply ahead of time to "play the market". Drop-ins are allowed at the discretion of the Market Manager and must adhere to the directions given.

COVID-19 SAFETY PROTOCOLS:

Vendors must adhere to all Covid-19 Safety Protocols, ensuring a safe shopping experience for everyone. The contraction of the Covid-19 virus is a possibility, therefore by signing the vendor application, the Applicant/Vendor covenants and agrees with the TOWNSHIP, on behalf of himself, his successors and assigns, to indemnify and save harmless the TOWNSHIP OF MCKELLAR from any and all actions, suits, claim and demands whatsoever which may arise either directly or indirectly by reason of attendance and participation in the Market in connection with the carrying out of the provisions of the Agreement. Covid-19 Plan available upon request.

Meet you at the park Saturday, July 2nd, 2022. Vendor set up 8am to 10am; market open 10am to 1pm.