



Stratford Farmers' Market Vendor Application

Stratford & District Agricultural Society
357 McCarthy Road
Stratford, ON
N5A 7S7
admin@stratfordfairgrounds.com

March 2019

The Stratford Farmers' Market established in 1855 is proud of its strong roots. The market hosts over 45 Vendors each Saturday offering a variety of meats, produce, dairy products, flowers, baking and crafts to the community and guests.

Applications can be obtained online or at the Farmers' Market. Please email, fax, mail or hand in completed Vendor Application to the Stratford & District Agricultural Society office located on the 2nd floor of the Burnside Agriplex (M – F 8 a.m. – 4 p.m.) for review and consideration at our next Board Meeting.

Please note that **ALL VENDORS** must be ready to sell from **7:00am until 12:00pm**.

The market building opens to Vendors for set up at **5:00 a.m.**

Please list **ALL ITEMS** that you wish to sell on the application. If selling **FOOD ITEMS** the enclosed sheet from the **Perth District Health Unit MUST be completed** (both front & back pages). If you have a **CERTIFIED KITCHEN** you need to include an updated certification from your local Health Unit.

Sincerely,

Stratford & District Agricultural Society



Stratford Farmers' Market Vendor Application

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Vendors Business Name: _____
Personal Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

*We are a member of Farmers' Market Ontario – as such only vendors who
Make It, Bake It, Grow It, or Produce It” are currently accepted–
“
wholesalers and re-sellers are prohibited.*

The market is primarily for sale of:

Food: meat, fish, poultry, honey, eggs, maple syrup, sweets, vegetables, dairy products, etc.
Horticultural: flowers, shrubs, and plants, etc.
Other: home baked goods, preserves, and home made crafts, etc.

Type of Vendor: Baker ___ Butcher ___ Cheese ___ Eggs ___ Grower (F&V) ___
Flowers/Nursery ___ Prep Foods ___ Arts/Crafts ___
Other ___

Food Handlers: Do you have your local Public Health Unit Approval? Yes ___ No ___
**Please attach a copy of your approval to this application.*

NOTE: A copy of a certificate or letter from the Local Health Unit stating approval is required to be posted in your stall.

List ALL items you wish to sell, (including seasonal).

***Only items listed on your application will be allowed to be sold at your stall – no re-sale permitted**

Space Required: (ft) _____ Hydro Required: (y/n) _____
Full Time: (Year Round) _____ Outdoor: (June 1-Oct 31) _____
Requested Start Date: _____ (Upon availability of table space)

I agree to abide by all the Rules & Regulations of the Stratford Farmers' Market / Farmers' Market Ontario

Signature: _____ **Date:** _____

* Please see attachments for Farmers' Market rates and Market Vendor Rules and Regulations/Guidelines.

****Applications will be submitted to the Stratford & District Agricultural Society Board of Directors for review & approval**

STRATFORD FARMERS' MARKET VENDOR RATES**

***prices quoted on a weekly basis, and subject to change with sixty (60) days' notice*

Outside Wall Spaces

Full Time Vendors - (Year Round)

Price /ft		\$3.28 /ft
Hydro		\$10.00
Advertising & Insurance	\$ 5.00	

8' Inside tables

Full Time Vendors (Year Round)

Price/ft.	
Hydro	
Advertising & Insurance	

For example, a Vendor renting 16 feet, pays
 $\$2.19 \times 16 = \$35.04 + \$5.00 \text{ Adv/Ins}$
 $= \$40.04$ plus HST per week
(if you require hydro, an additional \$10 plus

8' Table Price

Outdoor Vendors (June 1 – Oct 31)

Price /ft.	\$ 3.15 /ft.
Hydro	\$10.00
Advertising & Insurance	\$ 5.00

*** HST applied to all rates quoted above, including forklift use**

Additional Information:

1. Vendors may use the market space for sale of goods or produce at the Farmers' Market, and for no other purpose. *A vendor **cannot** sublet their Market Space*
2. Full time (year round) vendors will be billed on a monthly basis. Otherwise, billing is weekly.
3. **All invoices are due and payable when received (10 am Saturday), and are to be paid by cheque (preferred) or cash. Late payments are subject to a 10% administration fee, at the discretion of the Market Supervisor and/or SDAS Administration Office (if extenuating circumstances)**
4. If a vendor is absent from the market during the attendance commitment, billing will continue at either the weekly, or monthly, rate **and will include the period the Vendor was absent.**
5. All NSF cheques will be subject to a \$35.00 administration fee.
6. All persons, group or organizations selling at the market must agree to abide by **The Rules and Regulations of the Stratford Farmers' Market / Farmers' Market Ontario**. Rules & Regulations can be enforced by the **Market Supervisor** and/or the **Stratford & District Agricultural Society (SDAS) Board of Directors**

Stratford Farmers' Market Rules & Regulations

1. The Stratford Farmers' Market is an entity of the **Stratford & District Agricultural Society**. All Market matter, including rates for spaces and equipment, and hours of operation fall under the jurisdiction of the **Stratford & District Agricultural Society (SDAS) Board of Directors**.
2. The Market Supervisor, with the approval of the SDAS Board of Directors, designates set up and assigns spots for the vendors. The Market Supervisor shall report any concerns or problems to the SDAS Administration Office, who in turn, shall give a report to the SDAS Board of Directors.
3. A vendor **cannot** sublet their booth.
4. Vendors who wish to move outside may do so as of May 1st, and may move back inside after October 31st (*Dates are subject to change depending on weather conditions) Full Time Vendors will continue to pay the full time rate, as long as amount of space used does not change. **During the time period that a vendor is outside, at the discretion of the Market Supervisor, the inside space left vacant may temporarily be rented out on a monthly or weekly basis.*
5. Vendors requiring coolers will be placed inside the market building. The Market Supervisor, under the direction of the SDAS Board of Directors, has the responsibility for the assignment of the remaining spaces in the Market Building.
6. The Market will operate, and vendors must be set up and ready to sell, from 7 a.m. to 12 p.m. every Saturday. *The **Saturday between Christmas & New Years** market is **CLOSED**. Vendors shall man their booths from the opening to the closing hours of the market. Two or more vendors can arrange with one another to cover for another's booth, providing all booths are manned at all times. Failure to do so may result in the loss of your booth at the market at the discretion of the SDAS Board of Directors.
7. If any vendor is not open for business by 7 a.m. the Market Supervisor shall have the right to rent his/her booth for the remainder of the morning. Any vendor, who has indicated that they would be in attendance at the market and fails to show up, will be invoiced for their space. If a vendor is not coming to market, they must notify the Market Supervisor **24hrs** in advance of the market opening (*519-271-5130 SDAS Office). A vendor who is absent for more than two weeks in a row, without making arrangements through the SDAS Office (519-271-5130) or (facilities@stratfordfairgrounds.com) or with the Market Supervisor to have the space filled may lose that spot or be relocated.
8. The Market Supervisor shall be responsible, or determine, who is to be invoiced each week at the market.
9. Invoices will be given out to all vendors, with the **preferred** method of payment by cheque, (payable to **Stratford & District Agricultural Society**) which is to be given promptly to the Market Supervisor (as per #10). Any additional charges determined by the Supervisor, will be added to the vendors' next invoice.
10. **All invoices are due the first Saturday of the month (*Note: Invoices are handed out the last Saturday of the previous month) All weekly invoices are due on receipt each Saturday that the vendor is attending the market. Failure to do so, without arrangements made in advance with the SDAS Office may result in a 10% admin fee being assessed.**
11. Outdoor Vendors will have one 8' table provided per space. Vendors may supply their own additional tables. Booth space charges are on salable frontage.

12. Vendors will be required to complete the necessary forms provided by the Health Unit twice a year, this will coordinate with our inspections that occur twice a year.
13. Vendors are responsible to obtain all permits, licences, inspections and certificates, where applicable for the sale of their products. Each vendor will be responsible for their own sales tax collection.
14. The Stratford Farmers' Market and/or the Stratford & District Agricultural Society cannot be held responsible for any vendors' **loss of goods or equipment** resulting from **fire, theft, loss of refrigeration or acts of God events**.
15. Vendor's booth should have an attractive and professional appearance, enhanced by good presentation and cleanliness.
16. **Every person handling food products 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 vendor/staff and food. (*Vendors must be in compliance with Perth District Health Unit Regulations/Rules)**
17. The Market will be primarily for the sale of food (meat, fish, poultry, goat, sheep, elk, bison, honey, cheese, eggs, butter, maple syrup, sweets, vegetables, dair and any other locally grown or produced consumables, etc.) horticulture (flowers, plants and shrubs etc.) other (home baked goods, preserves and homemade crafts, etc.)
18. Products from the **FOOD TERMINAL** may only be sold with the approval of the SDAS Board of Directors and must be high quality standard (*mainly applicable to produce vendors in the off – season) (ref. # 21)
19. **FOOD TERMINAL** produce may not be sold when local, seasonal produce is available from our local farmers/vendors. Vendors must advertise where their produce is from (*their farm, county, food terminal etc.)
20. ***Did you Make It, Bake It, grow It or Produce It?***” The Stratford Farmers' Market is bound by the rules & regulations of Farmers' Market Ontario.
21. Articles or crafts produced commercially can only be sold after the approval has been granted by the SDAS Board of Directors.
22. **Only items listed on your application form can be sold. Additional items need the approval of the SDAS Board of Directors and must be made in writing.**
23. No person, group or organization shall offer to sell, hand out, distribute or display at the market, or adjacent to it, any product or produce without the approval of the SDAS Board of Directors.
24. The SDAS shall be entitled to a table, or fill a table of an absent vendor, for the promotion/advertising of their events.
25. The surface of the tables should not exceed the size of the table (2.5' x 8')
26. A special table may be provided for one week every 6 months (per organization) to be used by charity, youth, fundraising or promotion events at **No Charge** – this is at the sole discretion of the SDAS Board of Directors. Up to two attendees can be at the table at one time, and selling must be done from their table. **All booking must be done in advance. Any organization wanting to use this table more than twice a year will be considered a part time vendor and will be billed accordingly.**
27. All vendors must operate within the area assigned. Additionally, any children accompanying the vendor must be properly supervised at all times.
28. All items offered for sale must have prices prominently and clearly displayed. Vendors must not practice stress pricing by undercutting other vendors, or dumping products at bargain prices. The rule of thumb is no more than 25% between high and low prices for like items between vendors.
29. All seasonal vendors **must** phone the SDAS Administration Office **two weeks prior** to

- starting the season at the market to inform the Market Supervisor when he/she is planning to return, so space can be allocated.
30. All vendors must park at the back (west) or side (south) of the market building on the grassy area. Front parking areas are for customers only. **The fire route must be kept clear at all times. Vehicles are not allowed to be driven into the Market Building or on the front patio.**
 31. Storage is not available in the Market Building
 32. Hand wash sinks are placed around the perimeter of the market building. These sinks are to be shared by **ALL MARKET VENDORS** according to the **Perth District Health Unit**. Vendors are responsible for the maintenance for their sinks and counter area.
 33. Any vendor wishing to restock their booth during the week must phone the SDAS Administration Office and make arrangements to be let in the market building and must be finished by 4 p.m. when staff members are done work.
 34. General garbage containers are for the use of the customers only. Vendors must place their own refuse, in a suitable container at their booth and remove it when they leave. **All cardboard must be taken home with the vendor or the service of removing it will be charged to the vendor.**
 35. When leaving the market on Saturday all items must be off the floor at all booths. Market staff will not move or remove anything in order to clean the market. We want our market to remain as clean as possible.
 36. The Stratford Farmers' Market Building is shared with the City of Stratford & the SLAAA Seniors. In the event of an external rental in the market building the vendors will be given at minimum two weeks notice to remove their product.
 37. **All complaints are to be made in writing, signed and given to the Market supervisor for presentation to the SDAS Board of Directors.**
 38. The Stratford & District Agricultural Society is empowered to evict from the Market anyone breaking the rules, or acting in such a fashion that can be construed as detrimental to the market operations, on a day to day basis. Such eviction can be made permanent without refunding paid fees.
 39. These rules and regulations are subject to change.

***These Rules & regulations were approved by the Stratford & District Agricultural Society Board of Directors**



Perth District Health Unit

653 West Gore Street
Stratford, Ontario
N5A 1L4 (519) 271-7600

Application Form for Farmers Market Food Vendors

Please read the attached "Food Safety Requirements for Food Vendors at Farmers' Markets" before filling out this application form. Return this application form to your Farmers Market Organizer. The Health Unit will not accept individual applications.

Please indicate which market(s) you are applying for: _____

Vendor Information:		
Business Name:	Business Phone: ()	Home Phone: ()
Business Address:	Cell Phone: ()	Fax: ()
Contact Person(s):	Email:	
Are you an out-of-county vendor? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, attach a copy of most recent health inspection report.		
General Food Information:		
Do you prepare all food items you will be bringing to the market at a kitchen / facility that is inspected either by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Canadian Food Inspection Agency (CFIA) or a public health unit? <input type="checkbox"/> yes <input type="checkbox"/> no		
If yes , name of kitchen / facility: Address: Phone: ()	If no , please explain where you prepare foods:	
Food Handler Information:		
1. Methods of keeping cold foods cold during transportation? <input type="checkbox"/> not applicable <input type="checkbox"/> mechanical refrigeration <input type="checkbox"/> insulated container with ice/ice packs <input type="checkbox"/> other (specify) _____		
2. Methods of keeping cold foods cold during storage and display at the market? <input type="checkbox"/> not applicable <input type="checkbox"/> mechanical refrigeration <input type="checkbox"/> crushed ice <input type="checkbox"/> ice packs <input type="checkbox"/> other (specify) _____		
3. Methods of keeping hot foods hot during transportation? <input type="checkbox"/> not applicable <input type="checkbox"/> insulated containers <input type="checkbox"/> other (specify) _____		
4. Method of keeping hot foods hot during storage and display at the market? <input type="checkbox"/> not applicable <input type="checkbox"/> chafing dish <input type="checkbox"/> crock pot <input type="checkbox"/> other (specify) _____		
5. Method of protecting food from contamination during storage and display at the market? <input type="checkbox"/> food-grade wrap <input type="checkbox"/> sneeze guard <input type="checkbox"/> prepackaged <input type="checkbox"/> other (specify) _____		
6. How will the food be handled at the market? Check any that apply. <input type="checkbox"/> no handling necessary <input type="checkbox"/> portioning <input type="checkbox"/> wrapping <input type="checkbox"/> cutting/slicing <input type="checkbox"/> blending <input type="checkbox"/> other (specify) _____		
7. Will you have access to a conveniently located hand wash sink? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, is it: <input type="checkbox"/> at your booth <input type="checkbox"/> within the market		
8. Will food samples be provided? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, list the food samples: _____		

(over)

Farmers Market Vendor Form

Do you / your family live on a farm?

Yes No

Do you / your family manage / own / cooperate in / rent a farm?

Yes No

Are you selling items grown / raised / produced on the farm in Question 1 or 2?

Yes No

Indicate which items below that you sell and their source (include name, address and phone number):

Item	SOURCE		
	Product from a farm my family manages/owns/ cooperates in/rents/lives on	Product from another business/wholesaler/distributor	Other (specify)
Fruits/vegetables, specify: _____			
Raw meats/poultry/seafood, specify: _____			
Processed meats (deli meats, sausages, etc), specify: _____			
Dairy products, specify: _____			
Eggs (proof of grading required) Indicate grading station or store →			
Honey/maple products, specify: _____			
Baked goods, specify: _____			
Grains/seeds, specify: _____			
Preserves/Pickling, specify: _____			
Other food and beverage products, specify: _____			
Other, specify: _____			

What percentage of your products is from the farm that you manage / own / cooperate in / rent / live on? _____

I _____ certify and I accept responsibility for ensuring the above information is correct. I am responsible for ensuring that I am in full compliance with health regulatory requirements.

Signature: _____ Date: _____