

Gravenhurst Farmers' Market Co-operative Inc (known as the Co-op)

Vendor Guidelines

Co-op Objective

To promote fresh Ontario produce with special emphasis on locally grown Muskoka produce. To provide an avenue for selected primary and secondary producers, local artisans and craftspeople to promote and sell their goods while retaining the integrity and feel of a Farmers' Market.

Vendor Status

Status as a Regular Vendor and Specialty Vendor lasts from the date of acceptance of the Vendor's Application through to December 31st of that year. Status as a Guest Vendor or Charitable Group Vendor lasts only for the designated day(s) approved by the Board. A Guest Vendor is not a member of the Co-operative.

Market Co-operative Membership

To become a member of the market CO-OP, a vendor must be invited by the Board of Directors. A one-time Co-op membership fee of \$15.00 must be paid upon acceptance. Co-op Membership allows the individual to have voting rights at member meetings, and members may run for a Director position on the Board. The Invitation to become a member is solely at the discretion of the Board of Directors and is not an automatic privilege.

Admission to the Market

1. Any person wishing to have a stall at the market as a Regular or Specialty Vendor (see Categories of Vendors), must submit to the Gravenhurst Farmers' Market a fully completed Vendor Application Form, Insurance Waiver and Product List (if applicable), together with the required fees.
2. The GFM Board of Directors and the Market Manager shall screen applicants and products to be sold. The approved applications will be ratified by the Board on an annual basis.
3. The Board may, in its discretion, approve or refuse to approve any application for status as a Vendor and shall not be obliged to give, nor shall the applicant be entitled to receive, written or other reasons for the decision.
4. If certain products listed on the application are not accepted by the Board, the vendor will be notified by email. The Market Manager will visit vendors stalls during the season to ensure that only juried items are on display. Failure to adhere to Board approved items on the application will result in any products that have not been approved being removed from the stall immediately and a warning will be issued.
5. Prior to attending a market, the Application and/or the signed Change Form must be approved by the Board of Directors and the Market Manager before acceptance of a vendor is finalized.
6. Stall fees for applications that are not approved shall be returned or, if already deposited, the funds will be reimbursed. The cashing of an applicant's cheque/e-transfer does not necessarily mean that your application is approved.
7. The decision to refund Vendors for stall fees will be made at the discretion of the Board.
8. Once the market has begun, requests to bring additional products will not be considered.
9. Guest Vendors - An application for status as a Guest Vendor need not be accompanied by a stall fee but an approved Guest Vendor must pay the fee indicated in the Daily Stall Fee Schedule, prior to operating at the market on the day or days approved.
10. As of 2013, the Town of Gravenhurst has made all public places (including our Farmers' Market) a "Smoke Free Area". This applies to customers and vendors.

Definitions and Categories of Vendors

- **Vendor** includes Regular, Specialty, Guest and Charitable Group Vendors.
- **Regular Vendor:** Producers, Producer/Re-sellers, Secondary Producers and Artisans.
- **Producer:** a farmer who sells only produce, 100% of which he or she has grown or raised him or herself. No Producer may sell produce or food items that he or she has purchased for resale)
- **Producer/Reseller:** a farmer who sells produce which he or she has grown or raised him or herself and in addition sells agricultural products grown in Ontario which he or she has purchased for resale. **Only Ontario produce is acceptable**
- **Secondary Producer:** a Vendor who sells food items that he or she has personally made. No Secondary Producer may sell produce or food items that he or she has purchased for resale.
- **Artisan:** an Artisan or Craftsperson who sells works of art or handcrafted items that he or she has made him or herself. No Artisan may sell items that he or she has purchased for re-sale unless that item has significant creative work done to it by the vendor. If in question, the acceptance of “additional creative work” will be determined by the Board and the Daily Market Manager.
- **Specialty Vendor:** a Vendor not included in the categories of Producer, Producer/Re-seller, Secondary Producer or Artisan as set out above.
- **Guest Vendor:** a Vendor whom the Board feels would be an asset to the Market but who, for a variety of possible reasons, is not accepted as a regular vendor.
- **Charitable Group Vendor:** a charitable organization wishing to accept donations for a non-profit or charitable activity. No items may be sold.

Site and Product Inspection

The production sites of any Vendor may be subject to a site inspection. Notice need not be given to the Vendor prior to inspection. Inspection would be to assess compliance to the Co-op's By-Laws, Policies and Procedures, and signed Vendor Application. The Market Manager and/or at least one Board Member, will inspect the site in question, if deemed necessary by the Board.

Vendor Priorities

1. Properly completed applications from a Producer, who is a member in good standing located within the District of Muskoka will be given priority over all other applicants.
2. Properly completed applications from any Producer who is a member in good standing located outside the District of Muskoka but within 40 km of the District of Muskoka boundaries will be given the next priority, subject to the market's current supply and demand of the product or items being offered for sale.
3. Properly completed applications from all other Regular Vendors who are members in good standing located within the District of Muskoka will be given the next priority, subject to the market's current supply and demand of the product or items being offered for sale.
4. Properly completed applications from any Regular Vendors who are members in good standing located more than 40km outside the District of Muskoka will be considered only if the Market is still showing a demand for the product or items being offered for sale.

The acceptance of applications of Specialty Vendors, Guest Vendors and Charitable Group Vendors, and if applicable the frequency such a Vendor may have access to a stall, is at the discretion of the Board.

A map outline of the District of Muskoka with a line defining the border is to be made available to the applicant, upon request.

Revocation of Vendor Status

All Vendors must adhere to the Vendor Guidelines, By-Laws, Policies and Procedures of the Co-op and the terms and conditions agreed upon in their signed Vendor Application Form or Vendor Change Form. Anyone who fails to do so, or acts in a rude, disruptive or offensive manner may have his or her status as a Vendor revoked for the balance of the year. Note: Ongoing complaining to other vendors and/or customers regarding products, other vendors, etc. constitutes a disruptive manner.

Vendors will be given a written warning for a first offense and a second written warning for a second offense. For a third offense, the Vendor will be asked to leave the market immediately and will be given written notice of the revocation of their status as a Vendor. Stall fees will not be reimbursed to a Vendor whose status has been revoked.

All warnings will be given by a member of the Board together with the Daily Market Manager acting as witness. Written warnings will be issued by the President on behalf of the Board. Warnings do not need to be for the same offense to add up to three.

Please remember these GFM rules:

- There is to be no vehicular movement on the field for safety reason between 8.30a.m and 2.00p.m.
- If you arrive after 8.30 a.m. for any reason you must walk everything in, and park in another location other than the main parking lot.
- You are not to leave the field before closing even if you are completely sold out. In the case of an emergency, please notify the Daily Market Manager or a Board member and you will be safely ushered off the field.
- If a threatening thunderstorm with high winds is imminent, the market will close and you will be notified by the market manager.
- Vendors and their helpers must not park in the main parking lot (between the market and the road) during market hours (unless approved by the board)
- Drive dead slow on the field and don't make any sharp corners, the grass is very fragile when it is wet from rain or the dew.
- Do not block the way for any other vendors trying to get in or out of their spot.
- It is a law, that the town of Gravenhurst will enforce, that no one is to smoke in a public space. The market is designated as a smoke free zone.
- Your booth area must be left clean. If you need a rake, bring one
- You may not display at your booth anything for sale that is not approved by the Market Board.
- Booth sharing is not permitted – you may only sell your own items
- Weights or spikes to hold down your canopy are required every day.
- No A frame signs are to be placed outside of vendor booths
- Vendor location is up to the Market Manager.

Fees

Stalls will be "rented" to vendors on either a weekly or seasonal basis. A single space is approximately 10' x 12'. Vendors must adhere to the boundaries as set out by the Daily Market Manager.

Co-Op Membership Fee

A one-time fee of \$15.00 is to be paid when you are invited and accept becoming a member of the Gravenhurst Farmers' Market Co-operative.

Administration Fee

A \$10.00 annual fee which goes towards the processing of Applications is included in the Annual Stall Fee.

Stall Fees

Stall fees **must** accompany your application. Cheques are to be post-dated to February 15th (valid for all returning vendors). Applications are subject to a \$100 late fee if not received by the deadline listed on the application. This fee is to accompany your application. If you choose to pay via e-transfer, you will be notified when the e-transfer is due.

Contact

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