**Township of Sables-Spanish Rivers**

**Farmers’ Market**

**Terms of Reference**

OBJECTIVES

To promote fresh Ontario produce with special emphasis on locally grown farm produce. To provide an avenue for primary and secondary producers, local artisan and craft people to promote and sell their goods while retaining the integrity and feel of a Farmers’ Market.

DEFINITIONS

**Artisan**: means an artisan or craft person who sells works or art or hand crafted items they have made themselves

**Charitable Group Vendor**: means a charitable organization wishing to raise monies for nonprofit charitable activity.

**Committee**: means the Sables-Spanish Farmers’ Market Committee

**Guest Vendor**: means a Vendor whom the Committee feels would be an asset to the Farmers’ Market, but due to space or demand limitations, is not acceptable as a regular vendor.

**Member**: means a person who is a paid member of the Sables Spanish Farmers’ Market

**Producer**: means a farmer who sells only produce, 100% of which they grew themselves

**Re-Seller**: means a vendor who sells agriculture products grown in Ontario which have been purchased for re-sale

**Regular Vendor**: include Producers, Secondary producers and Artisans

**Secondary Producer**: means a vendor who sells food items they have personally made

**Vendor**: includes regular, guest and charitable group vendors

SCHEDULE

The Farmers’ Market will be held every Friday from 12:00 p.m. to 4:00 p.m., commencing on the last Friday in June through to and including the first Friday in October. This schedule may be changed at the discretion of the Committee.

The Township of Sables Spanish Rivers holds liability insurance for its premises.

MEMBERSHIP APPLICATION/APPROVALS

Any person wishing to become a member of the Farmers’ Market as a vendor shall submit a completed application form to the Committee. This application form is attached hereto.

The Committee, may at their discretion approve or refuse any application for membership in the Farmers’ Market, in accordance with this Terms of Reference.

All Vendors must be at least 18 years of age.

Properly completed applications accepted by vendors residing in the Township of Sables Spanish Rivers and the community of Sagamok will be given priority over other applicants for approval.

The acceptance of applications of guest vendors and charitable group vendors shall be at the discretion of the Committee, and availability of site space.

MEMBERSHIP FEES

Each new application for membership in the Farmers’ Market shall pay an annual fee of $125.00 at the time their application is submitted to the Committee. This is payable in full prior to the first Farmers’ Market event. Local Guest Vendors will pay $5.00 per day, and non-local guest vendors will pay $10.00 if not interested in seasonal membership.

In accordance with this Terms of Reference a member must be in good standing during the given year.

Membership fees are non-refundable\* and non-transferable.

\*As an appreciation for excellent attendance vendors residing within the Sables-Spanish Rivers Township and Sagamok Anishnawbek First Nation will be reimbursed $100.00 of their annual fee if they attend 14 of the 17 Market days.

WITHDRAWAL FROM MEMBERSHIP

A member may withdraw from membership from the Farmers’ Market at any time by giving written notice to the Committee.

TERMINATION OF MEMBERSHIP

 All vendors must adhere to this Terms of Reference. Anyone who fails to do so, or acts in a rude, disruptive or offensive manner may have their status as a member revoked by the Committee for the balance of the year.

 Membership fees will not be reimbursed to a vendor whose membership has been terminated.

RESTRICTIONS

No Artisan may sell items they have purchased for resale unless that item has had additional creative work done to it by the vendor.

Products from outside the catchment area may be purchased and resold ONLY if they are NOT readily available in the area. (i.e.: peaches, apples, cherries etc.) These products must clearly identify their place of origin within Ontario and must not compete with or disadvantage local producers.

Producers are permitted to bring all approved, self-grown products. ***The acceptance of any secondary products, such as baking, preserves, sauces, regardless of whether or not the Producer grows the fruit or vegetables that go into those products is strictly at the discretion of the Committee, based on the market’s current supply and demand***. The acceptance by the Committee of a Producer shall not be considered approval for the Producer to sell secondary products.

Status as a regular vendor lasts from the date of acceptance of the vendor’s application through to the end of the Farmers’ Market for that calendar year. Status as a guest vendor and charitable group vendor lasts only for specific Farmers’ Market day(s) as approved by the Committee.

Any charitable organization wishing to fundraise for a nonprofit or charitable activity may apply for a designated day or days to operate a stall at the Farmers’ Market.

SITE OPERATIONS

**Each outdoor site/stall will consist of an area of ten feet (10”) x ten feet (10’). Tables are not provided; each vendor shall be responsible to provide their own for their site. Only portable tables are permitted on each site; vehicles, trailers, etc. will not be permitted, except on four (4) larger parking lots sites; available on a first come, first serve basis.**

The allocation of sites will be at the Committee’s discretion. Sites will be determined by the Farmers’ Market Committee.

A maximum of 49% of non-farm food vendors will be allowed per Farmers’ Market day in order to comply with the Ontario Regulations definition of a Farmers’ Market.

Vendors shall be set up and ready for market sales by opening time of 3:00 p.m. Vendors shall remain at their stalls from the opening until the closing time of 7:00 p.m., and are encouraged to bring a sufficient supply of product to last for the full duration.

Vendors are to have a suitable display of their product(s). Their display and product must be tidy and keeping with a Farmers’ Market atmosphere. All vendors must display a sign within their site that at a minimum, shows business name, and must have a price list available for all products being sold.

Vendors shall ensure that at least one adult remains at each market space throughout the duration of the Farmers’ Market day. Sales from each site shall be conducted in an orderly business manner. No shouting or hawking is permitted.

Vendors shall keep their market sites free from refuse during market hours. Empty containers and equipment shall be kept in an orderly manner confined to the vendor’s site. Each vendor must clean their own site and deposit refuse in receptacles provided before leaving.

Note: Any items left by vendors are at their own risk.

PRODUCT AND PRODUCT QUALITY

No product may be offered for sale if it violates any provincial or federal regulation.

Vendors selling consumable products such as meat, fish, eggs, prepared food must comply with applicable regulations and licensing.

Vendors selling food are required to follow safety guidelines. They can be found online at the following sites “Home Catering Guidelines” and “Farmers’ Market” guidelines or by print copy from the Township.

Each vendor is expected to sell high quality merchandise.

No pets are allowed on the Farmers’ market grounds.

No smoking is allowed within the perimeter of the Farmers’ Market.

Each vendor is expected to read and follow the Food Safety Guidelines.

*(*[*http://www.Farmersmarketsontario.com/DocMgmt/Food%20Safety/Manuals/FMO%20Food%20Safety%20Guide.pdf*](http://www.Farmersmarketsontario.com/DocMgmt/Food%20Safety/Manuals/FMO%20Food%20Safety%20Guide.pdf)*)*