

## 2017 Pelham Farmer's Market Information Package

Package includes:

- 2017 Vendor Application
- Pelham Farmer's Market Policies & Procedures
- Pelham Fire Department Cooking Requirements
- Niagara Region Public Health Application Form Online link:  
[https://www.niagararegion.ca/living/health\\_wellness/inspection/farmers-market-vendor-guidelines.aspx](https://www.niagararegion.ca/living/health_wellness/inspection/farmers-market-vendor-guidelines.aspx)

### Check list for Returning Applications

- ✓ 2017 Vendor Application
- ✓ Public Health Form Online Submission – email confirmation forwarded to [jhendriks@pelham.ca](mailto:jhendriks@pelham.ca)
- ✓ Cheque or money order (payable to Pelham Farmer's Market)
- ✓ All applications MUST be returned by March 1, 2017, with payment.

Mail or deliver:

Pelham Farmer's Market,  
c/o Town of Pelham  
Recreation, Culture & Wellness  
20 Pelham Town Square,  
P.O. Box 400,  
Fonthill, On LOS 1E0



For questions please contact:

Jodi Hendriks

[jhendriks@pelham.ca](mailto:jhendriks@pelham.ca)

905 892-2607, ext. 341

---



# PELHAM FARMERS' MARKET

Recreation, Culture & Wellness  
20 Pelham Town Square, Box 400 Fonthill, ON L0S 1E0  
Tel: 905-892-2607, ext 341 [jhendriks@pelham.ca](mailto:jhendriks@pelham.ca)

Please return this page as part of your application package

**\*APPLICATIONS MUST BE RETURNED TO THE ABOVE ADDRESS BY MARCH 1, 2017**

## 2017 VENDOR APPLICATION

Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please indicate if you have a commercial store front: \_\_\_\_\_

**Produce/Products** – Please list all items to be sold. **Note: You will not be permitted to sell any item that is not listed herein.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FARM PRODUCE ONLY

Percentage of sales grown by: self \_\_\_\_ %; by others in Ontario: \_\_\_\_ %; outside of Ontario: \_\_\_\_%. Vendors MAY NOT allocate or sublet portions of their space to other growers for the purpose of selling goods, without express consent of the Pelham Farmers' Market Committee.

### PLEASE INDICATE WHAT SIZE OF VEHICLE YOU WILL BE BRINGING TO THE MARKET



Cube Van



Panel Van



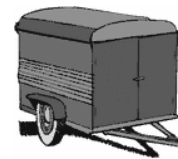
Mini Van



Pick Up Truck



Car



Trailer

### Particulars of Vehicle:

Model: \_\_\_\_\_ Type: \_\_\_\_\_ License #: \_\_\_\_\_

**SIZE OF VEHICLE MAY DETERMINE SPACE ALLOCATION**

**NOTE: The Market Clerk reserves the right to allocate final space locations**

**NOTE: Each vendor is required to have a sign stating their name and address on the front of their stall.**

Please return this page as part of your application package

## FEE SCHEDULE

Please fill out appropriate choice. Payment must be made in full with this application.

**Please make all cheques payable to the Pelham Farmers' Market.**

**OPTION #1 – FULL SEASON**

May 4<sup>th</sup>, 2017 – October 5<sup>th</sup>, 2017 (23 weeks)

Start date, if not May 4<sup>th</sup> \_\_\_\_\_

If you **do not** plan on attending the Market every week please indicate below which dates you **will** attend

Choose from the following:

May				June					July				August					September				Oct
4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	5

\* **NOTE:** On dates that you indicate you will **NOT** be attending, your stall will be assigned to a weekly vendor \*

	NO. OF STALLS REQUIRED	FEE PER STALL	TOTAL FEE
<b>Season</b>		<b>\$200.00</b>	

**OPTION #2 – WEEKLY**

In an effort to plan ahead please indicate below which week/s you would be willing to attend the market on a weekly basis – the Market Clerk will be in contact with you to confirm what date/s your application has been accepted for. Preferred dates:

May				June					July				August					September				Oct
4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	5

	NO. OF WEEKS	FEE PER WEEK	TOTAL FEE
<b>Weekly</b>		<b>\$30.00</b>	

I/We acknowledge and I/we shall be responsible for our actions of all those allowed or invited to the facility while we are entitled to use it, and I/we hereby release the Town of Pelham, its agents and employees from all manner of action, causes of action, suits, losses, damages or injuries caused by negligence or otherwise, (whether brought by me/us or any other person) arising out of my use of the facility and I/we also hereby indemnify the said Town, its employees or agents for any losses or damages sustained by me/us or any other person as a result of such actions or proceedings being commenced against them by myself/ourselves of any other such person.

**INSURANCE REQUIREMENTS:** Each vendor with a commercial store front must be covered by a liability insurance policy in the amount of \$2 million and provide the Pelham Farmers Market with a Certificate of Insurance naming the “Pelham Farmers Market” as an additional insured with 30 days’ notice of cancellation or non-renewal. If you do not currently have such coverage please check with your insurance provider.

I have read, understand additional insured and agree to abide by and be subject to the Pelham Farmers’ Market Policies and Procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>DEPARTMENT</b>	<b>NAME OF PROCEDURE</b> <b>Pelham Farmers' Market Policy</b>
-------------------	--

**Please note: For safety reasons NO vehicles shall enter the Pelham Farmers' Market after 4:00 p.m. or leave prior to 8:30 p.m.  
All Vendors must participate in the Market Buck Program on a weekly basis.**

**Approval Date: March 2003**  
Amended: January 2014  
Amended: January 2017

**Effective Date: Immediate**

**POLICY STATEMENT:**

**To provide a Farmers' Market within the Town of Pelham to benefit surrounding Ontario farm producers, businesses and consumers.**

**DEFINITIONS:**

- 1.01 Committee: Pelham Farmers' Market Committee  
herein after known as the Committee
- 1.02 Town: Municipality of the Town of Pelham  
herein after known as the Town of Pelham
- 1.03 Farmer's Market: The Pelham Farmer's Market is a true farmer's market. This means 51% of all vendors must be growers/producers.

**PURPOSE:**

The Pelham Farmers' Market is operated in partnership between the Town of Pelham and the Committee for the benefit of Ontario farm producers, businesses, and consumers. All rights are reserved by the Committee as to the operation of the Market. A vendor's breach of the Farmers' Market Policies and Procedures shall constitute a breach of its application approval and license to utilize stall space/location.

**GENERAL:**

**Eligibility:**

**Farm Grower/Producer**

- a) Preference will be given to vendors who are primary growers/producers of the products they are selling, except as noted in paragraph (b). Preference will be given to growers/producers in (1) Pelham (2) Niagara Region (3) Ontario. Farm produce vendors may sell products grown by others in Ontario, but these outside products may not constitute greater than 50% of products they have for sale to the public.

- b) No products allowed for sale that are “seconds”.
- c) No distress selling, ie: in the last hour of operation, ½ off sale

### **Craft Vendors**

- a) Crafters must produce 100% of the goods they are selling themselves. Resale of goods handmade by others is *not* permitted. Crafters will be allowed to enter the market, comprising of a maximum of 20%, at the discretion of the Committee.

### **Nonprofit Groups**

- a) There shall be a MAXIMUM of two (2) charitable or nonprofit groups permitted to operate per week on an advance booking basis, at no cost. The group must provide particulars of the purpose of the organization and/or fundraising for the approval at the sole discretion of the Committee. Groups or individuals requested to participate by the Market organizers are not limited by the above. Products sold are not to be the same as Vendor products.
- b) Nonprofit groups will be limited to 1 (one) time per month. Empty spaces will be distributed at the discretion of the Committee. Nonprofit booths are offered on an as available basis, no guarantee of booth space.

### **Other Situations**

- a) Preference will be given to all returning vendors pending acceptable Farmer’s Market ratio & balance.
- b) Other situations, not conforming to the above criteria will receive individual consideration by the Committee or jury of same consisting of the chair of the Committee and the Market Clerk.

### **Fees**

- a) The fee structure per stall is set each year (see attached schedule). Rental periods are weekly or a full session. Weekly vendors will pay the Market Clerk their vendor fee each week to a maximum of the seasonal rate.
- b) Full payment is due with the application. Applications will be available in February and the due date of the application is March 1<sup>st</sup>.

### **Stall Location**

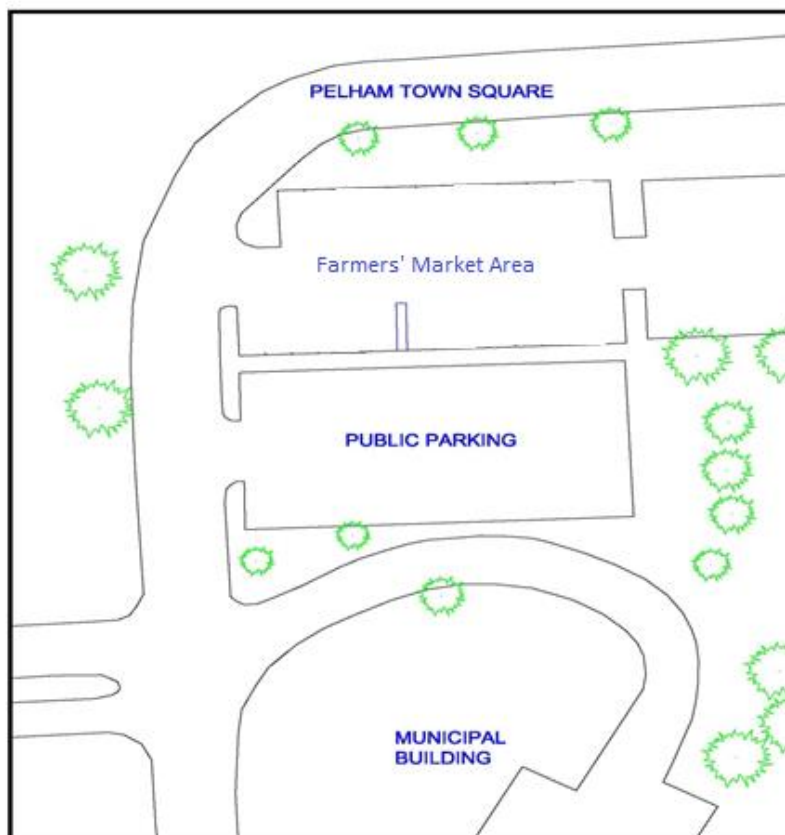
- a) **Stall location will be dependent upon the size of vehicle used by the vendor. Maximum length of stall 25 feet, and maximum stall width of 10 feet. Vendor’s vehicle and shelter must stay within allocated stall. The Committee reserves the right to allocate spaces or rearrange stall location at its sole discretion.**

- b) All vendor applications must be received by the Committee and location of stall approved before arriving at the Market. All vendors are to provide license number of vehicles/trailers on application and on request.
- c) Location of stall space will be assigned by the Market Clerk. In order that the Committee shall ensure appropriate location mix and traffic flow in keeping with the Pelham Farmers' Market theme.

### **Vendor Responsibilities**

- a) To be considered a seasonal vendor at the Pelham Farmers Market, vendors must be present at least fifteen times during the season. Noncompliance results in loss of seasonal status.
- b) All vendors shall abide by all applicable Local, Provincial and Federal By-laws, Statutes and Regulations. The appropriate authorities will make periodic inspection of the market.
- c) When in season, it is recommended that Ontario fruit and vegetables be sold. ***All produce must be labeled and packaged according to Ontario Regulations.***
- d) All vendors agree to operate their stalls between the hours of 4:30 p.m. and 8:30 p.m. each market day, unless otherwise announced by the Committee. Vendors must gauge the completion of their takedown activities to correspond with a time not to exceed thirty (30) minutes after the end of the market day. No vehicles shall enter the Market after 4:00 p.m. or leave prior to 8:30 p.m.
- e) No modification or additional structure may be made, other than a portable selling space or sunshade, to the inside or outside of any stall space.
- f) All vendors are required to clean-up their stall before leaving, or pay a clean-up fee to the Committee. If a stall has to be cleaned by the Market Clerk, a \$100.00 fee must be paid prior to the next market day.
- g) All vendors must have a sign stating their name and address, prominently displayed, on the front of their stall. The sign must be of reasonable size, and of a permanent nature.
- h) Vendors will be notified by the appropriate market representative of any rule violation(s). Three (3) notices of the same violation shall mean a loss of stall space, deposit and rental payments. The Committee has the right to cancel the application and approval of stall space/location at any time at the sole discretion of the Committee, acting reasonably, on two (2) weeks notice.
- i) Vendor shall not: physically or verbally hinder any person(s); use any sound equipment; sublet his/her stall.
- j) All vendors' complaints are to be made in writing and delivered to the Town of Pelham, the Markets Clerk of the committee for consideration.

- k) No stalls are to be used for the distribution of any pamphlets, brochures or other printed material other than in promotion of the activities of the vendors, Pelham Farmers' Market or the Town of Pelham, without the express consent of the Committee.
- l) All Vendors must participate in the Market Buck Program on a weekly basis.
- m) Vendors are not allowed to sublet stalls. Meaning of "sublet" – to allow another vendor to use stall without permission from the Market Executive.
- n) All Farmer's Market vendors cooking on-site with various appliances must observe requirement as per Pelham Fire Department requirements.



Please keep these  
Cooking  
Requirements for  
your files

## 2017 Pelham Farmer's Market Cooking Requirements

For tents less than 30 square meters which are not used as assembly occupancies:

### General

Hay, straw, shavings, or similar combustible materials shall not be located within any tent or canopy. There shall be no heating equipment, such as space heaters, inside tents or within 1.5 meter from tents.

### Cooking

Cooking where open flames are produced may only take place under a canopy (open on all four sides) and the canopy is fire retardant as per CAN/ULCS109 or NFPA 701, or outside the tent/canopy. Tent/canopy roofs shall be at least 1 meter from the cooking surface.

When in use, the cooking appliance must be supervised at all times by a person 16 years or older. This person shall have received the fire safety/extinguisher training by the Pelham Fire Department or equivalent (subject to approval by the Pelham Fire Department) within the past year.

The cooking appliance must be kept clean by removing grease or fat buildup from the grills and in trays below the grill.

Cooking appliances shall only be used for what they were designed and as per the manufacturers' instructions.

There shall be an extinguisher within 3 feet/ 1 meters of every cooking appliance. Each extinguisher shall be rated at least 2A10BC. The extinguisher shall be clearly visible, easily accessible and ready for use at all times.

Combustibles (paper, cloth, etc.) shall be kept away from the cooking appliance.

There shall be no deep fat frying unless there an automatic commercial cooking extinguishing system is installed over the cooking area.

Cylinders containing compressed gas shall be located at least 1.5 meters away from any building openings.

Propane tanks/cylinders used for heating or cooking shall be secured to prevent damage and tipping.

The person exchanging propane cylinders must have propane safety training. (Training can be provided by Free Gas at \$120.00 per person and is valid for three years, Contact Roy Kitchen - 905-788-4672)

If you have any questions regarding these requirements, please contact William Underwood at the Pelham Fire Department: 905-892-2607, Ext. 202 or by email at [wunderwood@pelham.ca](mailto:wunderwood@pelham.ca)