



The Leslieville Farmers' Market

2022 Vendor Information Package

Covid-19 Pandemic Public Safety Guidelines

The LFM will release specific guidelines related to operating during the Covid-19 Pandemic closer to the beginning of the 2022 market season.

The following document outlines general rules and regulations covering regular vendor activity at the market.

THE BASICS

LOCATION, DATE & TIME

The Leslieville Farmers' Market is located in Greenwood Park (150 Greenwood Park) and operates every Sunday from 9:00am until 2:00pm from May, 15th to October 30th, 2022.

The Market Manager or a market representative will be on site from 7:00 am until 3:00pm every Sunday.

ARRIVAL & EXIT

Arrival: Vendors must arrive by 8:00am (but may arrive earlier) and have their booth set up by 8:50am. *All vehicles must be removed from the unloading area by 8:50am.*

Sales Times: No sales shall be made before 9am or after 2pm. By joining The Leslieville Farmers' Market, vendors agree to occupy and commit to their allotted space for the full duration of market hours – from 9am until 2pm.

Exit: No vendor may begin tearing down their booth before 2:00pm. It is important for everyone's sales that the integrity of the market is maintained for its entire duration.

Absences: Vendors unable to attend a market day or stay for the full duration of the market must notify the Market Manager at least 48 before the market. *There will be no refunds for missed markets and frequent absences may result in penalties.*

Delays: Please contact your market staff in case of an unexpected delay on market day.

The market is open rain or shine. Unless otherwise communicated by the Market Manager due to extenuating circumstances (i.e. extreme weather conditions), all vendors are expected to attend the Market regardless of weather.

VENDOR AGREEMENT

All vendors selling at the Leslieville Farmers' Market agree to abide by the Leslieville Farmers' Market 2022 Rules & Regulations, which will be emailed to all 2022 vendors.

Contingent upon compliance of the 2022 LFM Rules & Regulations, each vendor upon paying their full 2022 vendor fees are guaranteed operation in every regular Sunday market of the 2022 season with fair and equal treatment by market staff and volunteers.

APPLICATION & FEES

Participation in The Leslieville Farmers' Market is by invitation only. All vendors must apply every year - even returning vendors.

Guest Vendors

Vendors who are invited on a trial/guest basis, paying week to week, are not guaranteed or owed a full season of market days unless invited to the market as a full time vendor.

FEES

Membership: A \$40 seasonal membership fee is required for associated administration fees & permits (payable to by cash or cheque via mail or e-transfer).

As this pays for our collective insurance, no vendor will be allowed to begin selling until their membership is paid as they will not be insured to sell at the Market.

Onsite Vendor Fees:

Farmers: \$45/market day

Producers: \$55/market day

Prepared Food & Beverage: \$65/market day

Wineries: \$75/market day

Breweries/ Distilled Beverages: \$100 /market day

Artisan and Crafts: \$75/market day

Not-for-Profit Organizations: Free (education and non-political advocacy only)

Vendor Commitment

Vendors are required to commit to a minimum of 11 market-days per season or otherwise need to apply as a Guest Vendor.

Payment

All vendor fees are due on the first market day for each respective vendor or the date on the vendor invoice.

- One stall represents a 10'x10' allotment *unless otherwise approved by the Market Manager*. Vendors may request additional allotments for a fee and space is subject to availability.
- Stall fees cover staff, promotions and marketing, public health requirements and permits, administration, special events and volunteer programs.
- Any adjustment to the fee structure is subject to the discretion of the Leslieville Farmers' Market. Vendors will be notified in advance of any changes.
- Subletting stalls is not permitted.
- There are no refunds for bad weather or dates missed at the market.
- Non-profit organizations may be allocated one stall free of charge for a duration of time set by the Market Manager.

ELECTRICAL FEE

The electrical system at the Market is severely limited and access by vendors is made on a case-by-case basis depending on level of need and access to alternatives.

Vendors requiring electricity must inquire with the market manager to apply for an electricity permit.

PAYMENT OPTIONS

- All vendors must be at least 50% of their vendor fees before the first day of the Market and the remainder by August 1st.
- If you are experiencing financial hardship and would like to apply to set up a payment plan, please contact the Market Manager.
- All guest vendors and part-time vendors must pay their full fees before arriving at the Market.

All fees must be made by cheque or electronic transfer. Cash will not be accepted.

VENDOR LOCATION

Vendor spaces will be organized by the market manager to ensure an appropriate product mix, customer experience and in consideration of the needs of the vendors' products.

Vendor's may request certain conditions or placement but must abide by the Market Manager's decision.

VENDOR PRODUCE/PRODUCTS REQUIREMENTS

LOCAL POLICY OPTIONS FOR PRODUCED FOOD

All prepared food vendors are encouraged to use locally-sourced ingredients in their products wherever possible. Sourcing products from the LFM should also be a priority.

Products containing ingredients that are not normally grown locally, such as banana, citrus fruit, cocoa/chocolate, coconut, coffee, ginger, mango, some nuts, plantain, sugar, tamarind, vanilla and various spices, may be sold, under the following conditions:

- The product is approved by the Market Manager
- The product is consistent and in keeping with the product range normally offered and approved in the vendors application.

The following practices will not be tolerated:

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- Ingredients or products containing Genetically Modified Organisms (GMOs)
- Conventionally grown agricultural products (any product grown with excessive pesticides, herbicides, chemical fertilizers)
- Hormone or antibiotic use in livestock
- Cruelty or inhumane practices in the raising or slaughtering of livestock, including lack of sufficient access to outdoors, use of gestation crates and factory farming
- Unethical employment practices.
- Environmentally unsustainable practices that contribute towards negative human, animal, ecological, environmental and climate outcomes
- Unlabelled product (see labelling/signage requirements below)

RE-SELLING

Absolutely no re-selling of any item shall be permitted.

- All products must be grown, prepared and produced by the vendor wherever possible. Vendors may not sell products purchased from wholesale or other retail sources.
- All **value-added products** must be made from a secondary source from local products (e.g. beeswax candles, preserves) and are able to be sold at the Market Manager's discretion. These must be listed in each vendor's applications

Any reselling of any product(s) will result in a single written warning. A second offence from the same vendor will result in expulsion from the market.

Under extenuating circumstances vendors may apply to sell up to 25% of a neighbouring farmer's produce if they do not have enough produce or if it uniquely contributes to the product mix available at the Market. This may only be done with express written permission from the Market Manager

LABELLING/SIGNAGE

- All produce and animal products must be chemical-free. Any use of manufactured chemicals in products must be indicated in clear signage to the public.
- Vendors may not label products as "organic" if they are not certified by a respected certification authority.
- Vendors must clearly display names of each variety of products and what, if any, synthetic fertilizers or products were used in their production.
- All prices and vendor/business names must be clearly posted and follow the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) guidelines.
- All products must be displayed in an attractive manner.

HEALTH AND CERTIFICATION

It is the responsibility of the vendor that all products and produce sold at the Leslieville Farmers Market comply with all applicable City of Toronto, Provincial and Federal Government regulations (i.e. the Canadian Food Inspection Agency and Public Health Guidelines) with regards to proper labelling, measuring / weighing, refrigeration, sanitation, safe food handling practices, etc. and any other governmental requirements not listed here.

- Where required, **a vendor will provide proof that their kitchen/premises have been inspected by the Public Health Department with their application.**
- Certified organic and Local Food Plus Certified vendors are asked to provide a copy of their certification papers to be kept on file.

VENDOR REQUIREMENTS

*****This may be impacted by Covid-19 Public Health restrictions*****

The Leslieville Farmers' Market is a market for farmers using environmentally sound and sustainable farming practices. A written statement of farming practices is requested with the market application.

Vendors are asked to use minimal packaging and must use recyclable and/or environmentally responsible plates, cups, napkins and utensils.

- Leave No Trace: each vendor shall maintain a clean and healthful condition within his/her area and leave that area free of debris and waste prior to leaving each market day. Vendors caught illegally dumping will receive a fine and possible removal from the Market.
- Vendors are prohibited from using City-provided waste receptacles reserved for the public.
- A fine of \$50 will be distributed to vendors who do not correctly remove waste from their site, and fail to leave no trace.

As representatives of the Market, vendors must embody the guiding principles of the LFM.

- No smoking (of any kind).
- No eating fast food or highly processed packaged food within the boundaries of the Market. Please just take a walk if any of these items are a necessity.
- Vendors must maintain themselves in a clean and hygienic manner.
- Amicable and friendly conduct reflecting the family-friendly community atmosphere of the market.
- No intoxication.
- Zero tolerance to disruptive or aggressive behavior or harassment of any kind.

Alcohol Vendors: Staff offering samples at the market must have a Smart Serve certificate on hand. No sales or sampling by anyone other than staff with "Smart Serve" certificates is allowed.

VENDOR PLACEMENTS

*****This may be impacted by Covid-19 Public Health restrictions*****

- The vendor's location shall be at the discretion of the Market Manager. In making any determination the Market Manager shall consider the following:
 - The history of neighbouring vendors and their cooperation with each other.
 - Maintaining a good product mix and consumer traffic flow.
 - Advantages and disadvantages of placing select products next to each other.

- Quality of the vendor's display and presentation.
- Specific equipment requirements, vendor preference or setup needs.
- Farm products will be given priority in the designated "farmer's row".

VEHICLES & PARKING

Vendor parking will be reserved along Alton Street. Alton is a **one-way** street **Northbound**. You must enter from Dundas St. E.

- All vendors will be provided free on-street parking along Alton Ave (see attached map)
- All *farmers* will be guaranteed a parking spot directly *or* as close as possible behind their tent
- A map will be provided to each vendor with their parking space and allotment indicated.

VENDOR CONDUCT

*****All vendors must also abide by Covid-19 Public Health Guidelines at all time*****

- All vendors must maintain a positive attitude when at the market.
- All vendors must treat market staff and volunteers with utmost respect and converse in a respectful manner.
- No vendor may assign, sublet or sell their market stall to another vendor. Stall sharing is allowed if both vendors are present in the stall to represent their products.

VIOLATIONS

- Vendors in violation of illegal e-selling, product fraud, failure to remove vehicles during Market hours or any other regulation pertaining to vendor products and food safety will first receive a written warning, then a financial penalty and finally permanent removal from the Market.
- Physical and/or verbal aggression towards patrons, staff or other vendors will result in immediate removal of the offending vendor from the Market at the discretion of the Market Director.
- The Market has a **zero tolerance policy** for vendors that portray, commit or encourage any racist, homophobic, transphobic or intolerant language or actions and will result in the *immediate removal from the Market*.
- Any other violation of the LFM Rules & Regulations may result in temporary removal from the Market, a monetary fine or penalty at the discretion of the Markets Directors.
- Any vendor violating Covid-19 Public Health Guidelines for Farmers' Markets will be immediately removed from the market.

