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Beamsville, ON LOR 1B0

905-563-2799 x330

info@downtownbenchbeamsville.com

Downtown Beamsville Farmers' Market Farm/Producer Vendor's Information Package

Welcome and thank you for considering participating in the **Downtown Beamsville Farmers' Market** (DBFM or the Market). It is the intent of the Market to provide residence and visitors with quality produce grown products made by local farmers, caterers, crafters and artisans. The Downtown Beamsville Business Improvement Area (BIA) will manage the DBFM. The BIA will make all decisions concerning the activities at the Market, and who may participate as a vendor.

The **Downtown Beamsville Farmers' Market** will be opening for its 2019 season on Saturday, June 1st. The Market will operate every Saturday from 8:00 am-12:00 pm until the last Market Saturday September 28th. The location will be the Fleming Centre (5020 Serena Drive) back parking lot.

Inquiries, including consumer and vendor information, should be directed to the Downtown Beamsville BIA at 905 563 2799 x330.

- Annual vendor rate for the full 18-week season for each space up to 10x10 is \$360.00 there may be an additional charge if hydro is required. *Please note that parking and hydro is limited, and may not be available to all who request these additional items.* Payment must be made in full by April 1st, 2019.
- The four consecutive week seasonal produce seller rate for each space is \$120.00.
- A one-week seasonal produce seller rate for each space is \$40.00.
- Vehicle/Hydro charges may apply to seasonal vendors on a pro-rated basis (*please inquire*)
- Tent and table rentals are not an option
- Insurance Coverage is the responsibility of the vendor. The BIA, Fleming Centre and Town of Lincoln bear no responsibility for any vendors at the Market including lost, damaged or stolen property, products, or personal belongings.
- The Market will operate every Saturday, rain or shine (the arena inside the Fleming centre can be used as a secondary location pending its availability and permission from the Town of Lincoln granted for that particular Market day use.
- Spaces are limited. Vendors are accepted on the basis of appropriateness to the integrity of the Market mix.
- In order to be considered for a space at the Market vendors must submit a fully completed signed application understanding the guidelines and regulations, have read and signed the **Downtown Beamsville Farmers' Market** Code of conduct and have paid the full Market fees in which apply.

All cheques are payable to "Town of Lincoln"

Payment **must** accompany application and be sent to:

4800 South Service Road, Beamsville, Ontario LOR 1B1

Attention: **Downtown Beamsville BIA.**

You may email your signed Document to info@downtownbenchbeamsvillebia.com

If paying via credit card please call Town of Lincoln 905-563-2799 x222



Downtown Beamsville Farmers' Market



2019 FARM/PRODUCER VENDOR APPLICATION

Name: _____

Name of Farm/Business: _____

Address: _____

Telephone: _____ Alternate #: _____

E-mail: _____

Website/Social Media: _____

Number of spaces (10'x10') required? Please circle **Single** **Double**

Hydro Required? (Possible fee) Please circle **Yes** **No**

If yes to hydro what is required? _____

Full 18 Market Season @ \$360.00 single..... = \$ _____
@ \$460.00 double

Produce Season Seller Four Consecutive Weeks @ \$120.00 = \$ _____

Produce Seasonal Seller One Week @ \$40.00 per week = \$ _____

Total Due on Acceptance of application: = \$ _____

I acknowledge that I have read and understand the attached guidelines and regulations as well as the Code of Conduct and do hereby agree to abide in good faith with the management of the **Downtown Beamsville Farmers' Market** and co-operate with the other vendors.

Having paid the appropriate space fees, and having read and understood the rules and regulations thoroughly, I hereby agree to comply fully with these and all other Federal, Provincial, and Municipal rules and regulations that apply. I may forfeit my right to sell at the **Downtown Beamsville Farmers' Market** if I am found to be in non-compliance.

Signature of Vendor

Date

List of Products /Produce to be sold:

***If not a Farm Vendor continue to bottom paragraph (In the space below...) ***

Origin of Produce/Products: _____

If you are the primary producer, the following sections must be completed...

Type of Farming:

- Non-Organic
- Organic
- Certified Organic
- Natural Grown

Green housed/Field Combination: YES / NO

If Green housed/Field combination please indicate % of each _____

List of Crops grown for Market:

In the Space below, draw or describe your set up, include dimension, tents, tables, stands, and required space for vehicle/truck. (Please note that your vehicle may not be able to be with your set up and this privilege will be on an urgency basis).

DOWNTOWN BEAMSVILLE FARMERS' MARKET (DBFM or the Market) GUIDELINES AND REGULATIONS:

Location: The DBFM will be held outdoors, in the Fleming Centre back parking lot, in downtown Beamsville, in the Town of Lincoln.

Market Operation

- It is important to be prompt in your arrival. Vendors **MUST** be set up by 7:30 AM. After this time, vendors will **NOT** be allowed to set up.
- There will be **ABSOLUTELY NO** vehicular traffic in the Market area between 7:30 AM- 12:00 PM.
- If you arrive after 7:30 AM, you accept that the space you normally occupy may have been re-assigned.
- Vendors **MUST** let the Downtown Beamsville BIA Executive Director or the Chair of the Market Committee know whether they are **NOT** coming to the Market for whatever reason. If they fail to do so, they will be given a warning. After one warning, they will lose their regular spot. After three warnings, they will be removed from the Market without a refund.
- The Market will run rain or shine, if you chose to not participate due to inclement weather you will not be refunded for the missed Market. It is up to the BIA or Chair of the Market Committee to cancel the Market due to weather. Please note that there are some Saturdays June-mid August where the area floor of the Fleming Centre will possibly be available for indoor set up as well as the lobby. Should the decision be made to move the Market indoors, you will be given as much notice as possible and you will only work with the BIA Executive Director or the Chair of the Market Committee on the indoor contingency plan. The Town of Lincoln staff will **NOT** be able to assist you or make provisions for you.

Membership Eligibility

- All vendors selling at the Market must be paid in full.
- Application by vendors shall be made to, and approved by the **Downtown Beamsville Farmers' Market** management at least one week prior to setting up at the Market.
- A vendor is responsible for providing verification that all saleable products are made, produced, or grown by the vendor, or that of which they have purchased from.
- **ALL** vendors must follow the Niagara Region Public Health Regulations, and register themselves as a prepared food vendor. Please email info@downtownbenchbeamsville.com for link.

Fees For 2019

- The annual fee of \$360.00 (single space) / \$460 (double space) is for 18 weeks from June 1-September 28, 2019. There may be an extra fee of \$100.00 total if hydro is required.
- There is a four consecutive week seasonal produce grower opportunity for \$120.00 per single space.
- There are one-week seasonal produce grower opportunities for \$40.00 per single space.
- Fees will be paid in advance by cash, cheque or credit card to cover the term requested. Unpaid fees are subject to a late fee of 10% of the outstanding fee. Vendors with outstanding fees will not be allowed to set up until fees are paid in full.
- Subletting of space is **NOT** permitted

Allocation of Space

- Each vendor space will be a maximum of 10'x10'.
- Allocation of space is the sole discretion of the **Downtown Beamsville Farmers' Market management** and vendors may be moved at any time to accommodate special activities. Although every effort will be made to ensure continuous placement of vendors, no vendor is assured the same space each week.
- Vendors anticipating not being able to attend the Market are requested to give prior notice early in the week of which they do not expect to be present.
- Washroom facilities are located inside the Fleming Centre and are available for use.

Setting Up

- Vendors must be set up before/by 7:30 AM.
- Reserved spaces not occupied by 7:30 AM may be re-assigned to other vendors.
- Vehicular traffic will not be permitted in the Market area between 7:30 AM- 12:00 PM.
- No vendor will leave the Market before allotted time. If this happens, the vendor will be given a warning. After three warnings, the vendor will be removed from the Market without a refund.
- Vendors must vacate the Market Area by 1:00 PM
- Vendors are required to assure their area is free from garbage and left clean.
- For health and safety reasons, vendors must stay within the space(s) allocated to them; no display / merchandise is allowed in the public walkways / areas outside Market area.
- For Health and safety reasons no food products / produce may be displayed at the ground level.
- No vendor shall make any change or alteration to the Town property.
- Vendors shall not block walkways, fire exits or other vendor's space.
- The **Downtown Beamsville Farmers' Market**, management, the Downtown Beamsville BIA, The Fleming Centre, or the Town of Lincoln shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- The DBFM Manager or Chair of the Market Committee, or designate shall have the right to approve or disapprove any signs, decorations, or displays in the vendor's space and to request changes or removal.
- Canopies, tents, umbrella, etc. must be anchored by weights to ensure the safety of the public, as well as compliance with the fire and safety standards.

Acceptance of Products

- The vendor application must clearly signify what produce and/or products are intended to be sold.
- The vendor shall sell from their space(s) only those produce and/or products, which have been pre-approved by the **Downtown Beamsville Farmers' Market management**.

Vendor Responsibility

- Regulations are generally “common sense”. Don’t sell what you would not buy.
- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the Market as a result of negligence or willful default on the part of the vendor or their employees.
- Vendors shall label their items and produce clearly by type and price.
- Vendors are responsible for keeping their space(s) neat and clean at all times.
- At Market close, vendors are required to remove all items from their space(s) and leave the area clean and rubbish free. If a vendor area is not left clean, the manager will have the area cleaned at the vendor’s expense.
- The BIA and Fleming Centre are **NOT** able to store any part of your set up, you must set-up and tear down weekly and leave the allotted space the way you found it.

Regulatory Agencies

- Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the Vendor.

Penalties

- Any vendor who contravenes any of these provisions of the Guidelines and Regulation is subject to the cancellation of their permit without refund.

Managing the Market

- The **Downtown Beamsville Farmers’ Market** may employ or select a Market Manager whose duty will be to supervise the Market and carry out the above guidelines.

Downtown Beamsville Farmers' Market Code of Conduct for Vendors

1 PREAMBLE

Participating in the Downtown Beamsville Farmers' Market is a privilege which carries responsibilities and obligations. Vendors are held to a high standard and they are expected to become well informed on all aspects involving operations of the market. They are also expected to carry out their duties in a fair and professional manner. It is the responsibility of vendors to educate and supervise employees such that they understand the importance of preserving the integrity of certified farmers' markets.

The key principles that underline the Code of Conduct provide as follows:

- Vendors shall serve in a conscientious and diligent manner;
- Vendors shall seek to avoid conflicts of interest;
- Vendors are responsible for making honest statements and shall not make any statement when they know that statement is false, or with the intent to mislead others;
- Vendors who wish to make a formal statement about the market/ another vendor will do so in a professional manner by directly contacting market management

2 DISCREDITABLE CONDUCT

Vendors have a duty to treat all market participants appropriately and without abuse, bullying or intimidation. All vendors shall ensure that their work environment is utterly free and completely devoid of discrimination, and personal and sexual harassment.

Vendors shall abide by the provisions of the Human Rights Code, and, in doing so shall treat every person with dignity, understanding and respect.

In accordance with the Human Rights Code, vendors shall not discriminate against anyone on the basis of their race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, and age, record of offences, marital status, family status, or disability.

In accordance with the Human Rights Code, harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Vendors shall not:

- a) Make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom they are directed or are about;
- b) Display materials or transmit communications that are inappropriate, offensive, insulting or derogatory;
- c) Make threats or engage in any abusive activity or course of conduct towards others;

- d) Vandalize the personal property of others;
- e) Commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching; or
- f) Refuse to converse or interact with anyone based on any ground listed in the Human Rights Code

3 CONDUCT RESPECTING MARKET MANAGEMENT STAFF

Vendors shall acknowledge that only the market management staff has the authority to delegate or process policy. Vendors shall be respectful of the role of staff. Vendors shall remain professional and well-mannered when interacting with the market staff.

No vendor shall use, or attempt to use, their influence for the purpose of intimidating, threatening, coercing, or commanding any staff member with the intent of interfering with that person’s duties.

4 COMMUNICATIONS/ COMPLAINTS

Informal and Formal Complaints

Vendors will respect the decision making process of the market staff.

Upon reviewing these decisions if a vendor would like to communicate information related to the decision they are to remain in direct contact with the market management staff, and not interfere with fellow vendors’ business and sales.

Any individual who has identified or witnessed behaviour or activity by a fellow vendor that appears in contravention with the Code of Conduct may address his or her concerns in the following manner:

- a) Advise the market management staff of the behaviour or activity contravenes the Code of Conduct;
- b) If applicable, confirm to the market staff his or her satisfaction or dissatisfaction with the response to the concern identified;

Any individual filing a complaint should keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information.

Vendors shall only speak on behalf of themselves and no other vendors or market participants.

Upon submitting a Downtown Beamsville Farmers’ Market application all vendors are expected to follow the Code of Conduct. I acknowledge that I have read and understand the guidelines of the Code of Conduct and so hereby agree to abide in good faith with the management of the DOWNTOWN BEAMSVILLE FARMERS’ MARKET and to co-operate with the other vendors.

Name of Vendor (printed) _____

Signature of Vendor

Date