

PLEASE KEEP THESE PAGES FOR YOUR RECORDS

Mission Statement: The Gateway Farmers' Market shall exist for the purpose of providing a direct marketing outlet for area farmers and food and craft artisans; it is primarily an agricultural market with emphasis on consumers having an authentic experience meeting the producers face to face.

1. ELIGIBILITY: These are the 3 vendor categories:

- A. An **Agricultural Vendor**: a vendor who sells food, fiber, plants or flowers and value added agricultural products that were grown by the vendor. (In other words, products from their land or livestock.) Each agricultural vendor must sell at least 75% of the daily sales of their own products but can supplement with other food, fiber, plants or flowers from an outside source to not total more than 25% of daily sales. This is only to supplement what they are not able to offer.
- B. A **Prepared Food Vendor**: a vendor who sells ready to eat food or drink prepared by the vendor in a home or licensed community kitchen. Food vendors are encouraged to source ingredients from local farms and businesses.
- C. A **Craft Vendor**: a vendor who sells items that do not qualify as agricultural or prepared food and that are hand crafted by the vendor in his/her home or shop. Acceptance is limited and determined by the market manager. Products must be in keeping with the tone of the market. Photos or samples must be submitted by new crafters.

No one will be accepted into the market without a completed application. Approval of all new vendors into the market is by the York Region Chamber of Commerce. Space is VERY limited. Precedence for approval of applications is based on vendor type (priority given to agricultural vendors, then prepared food vendors, then crafters), last year's winter market, summer Farmers' Market seniority, availability of space, product mix, and any other consideration that the market manager reasonably believes necessary to maintain a successful Farmers' market.

Booths cannot be shared by businesses. The business that signs up and pays must own all products at their booth. For example, an agricultural vendor can sell products that they have not grown, but that they have purchased from another LOCAL farmer to re-sell. BUT they can only do this if those products don't total more than 25% of their sales (in other words, they are following the rules from #1 part A). This rule applies to all vendors: agricultural, prepared food & crafters.

2. LOCATIONS AND TIMES: The location of the Winter Gateway Farmers' Market is inside the Fellowship Hall at the First Parish Church. The market will be officially open on various Saturday mornings from 9:00am to 1:00pm from November 18, 2017 to March 24, 2018. **Vendors may not arrive late or leave early for any reason; if you sell out of your product, you are still required to stay until 1:00pm.** Please make sure to bring enough product to last the whole day. You may arrive as early as 7:30am to begin set-up and must be cleaned up and leaving by approximately 2:00pm (these times are included in our rental agreement with the church). Per the Chamber's rental agreement, vendors cannot use any kind of glitter to decorate tables. The Church can provide about 20 tables each week. We plan to have 23 vendors each week. If your vehicle can accommodate them, please bring your own table(s) to ensure that other vendors can use the provided tables. Spaces are approximately 8' x 8' and at the discretion of the market manager.

3. ATTENDANCE POLICY: We cannot offer refunds. If you commit and pay for a date, you are expected to be present. If you sign up for a full season, you are expected to see it through until the final date. The market manager does keep track of attendance. **This is a rain or shine (or snow!) event;** customers know that and they do expect the market to take place, regardless of the weather forecast. With that being said, on days when you feel unsafe to travel to the market, attending the market is at your own discretion. **If there is inclement weather to the point where the roads are unsafe for the market manager to travel from home to the market, she will email out a notice and post a cancellation alert on the farmers' market website (www.gatewayfarmersmarket.com) no later than 7:00am the morning of a market.** For this purpose, you need to make sure that the email and mobile phone number you give on the application is accurate. If the person coming to the market has a different contact from your business contact information, you need to indicate it on your application.

Please notify the Chamber in writing one week in advance if you are not able to attend and we will attempt to fill your spot with an alternate vendor. The Chamber will accept notification by mail or by email at holly@yorkme.org. If an emergency comes up, you must call the Chamber at 207.363.4422 and speak to Holly or Carol. Two missed weeks WITHOUT early notification will result in the forfeiting of your space with no refund. You are allowed **three** missed weeks WITH early notification. If you drop out of a full

season or have to forfeit your space, you will also be penalized for one future market season - summer or winter, whichever you sign up for next; your application will go to the back of the line regardless of when you submit it. Empty spaces reflect negatively on the market as a whole.

4. **PAYMENT:** The payment amounts & options are provided on the application. The monies collected are for market expenses, such as rental of the space, insurance, staffing and promotion.

5. **INSURANCE REQUIREMENTS:** Our insurer requires the Chamber of Commerce to have certificates of insurance naming the York Region Chamber of Commerce as additionally insured for Prepared Food Vendors. For Agricultural Vendors, we need proof of Farmers' Market Insurance.

6. **SIGNS:** All members will provide signage that displays their name (or farm name) in a prominent manner every day they are at market. All members will have signs displaying prices of items offered for sale.

7. **PARKING:** Please make sure that you pull up to the front door, unload your stuff and then park your car in vendor parking.

8. **SETTING UP AT MARKET:** All vendors must use the front entrances of the Fellowship Hall when setting up and taking down. The back door is off limits to everyone. All displays should be neat and tasteful. Set-up can begin at 7:30am. All vendors must be completely set-up 15 minutes before the market start. The bell will ring signaling the beginning of the market. Each vendor will have to stay within their marked space. Space Restrictions: From time to time during the season, space restrictions may require the market manager to direct that less space than usual be taken up by each vendor. Your cooperation at such times is appreciated. **No selling before the bell!** Vendors may sell to each other from 8:40 - 8:55am. No exchange of product can occur with customers before the bell rings. This is in fairness to everyone. **Customer Walkways:** Maintenance by vendors of a clear walkway for customers to move from one vendor to another without obstruction is important and will be enforced by the market manager.

9. **PICKING UP:** General cleanliness of the market area is everyone's responsibility. It assures customers a pleasant place to shop, and helps us maintain the space. This includes picking up your own area while selling and making certain the area is clean before you leave.

10. **HAWKING:** No hawking or calling out to attract buyers to your goods is permitted.

11. **NON-PROFITS:** Per week, one non-profit organization may operate a fundraising or info booth based on space availability by prearrangement and at the discretion of the Farmers' Market manager. The vendor fee does apply to these organizations at the winter market. They must be sure to adhere to rule #12, this means they cannot collect signatures.

12. **No soliciting or surveying** by any political, religious or other special cause groups or individuals is permitted at the market.

13. The Farmers' Market is a **non-smoking, no-pets** area for everyone's safety & comfort.

14. **Plastic Bag Ban:** The town of York has banned single-use plastic bags provided by retailers. This does apply to our market. On November 3, 2015 the voters of York voted in favor of adopting the Single-Use Plastic Carry-Out Bag Ordinance. The ordinance took effect on March 3, 2016. It also includes "compostable" or "bio-degradable" bags that contain polymer or have the word "plastic" on them. The only plastic bags allowed are handle-less bags (like you would find on a roll) for wet produce, meat or seafood. If you do not sell produce, meat or seafood, and you usually give out plastic bags to your customers, you need to transition to reusable bags or paper bags at the York market. We will have reusable shopping bags available for customers to purchase at the market table for \$3.50 each. Here is a helpful link with ideas and information about the ordinance: <http://www.byobyork.org/>

15. **Market Media:** As a market vendor, you agree to allow the chamber of commerce to photograph you, your booth and your products to use to promote the market in all forms of media.

A violation of any of the rules constitutes a violation of the agreement which will be terminated and no refunds will be given.

These rules have been adapted from the rules of other markets where they have been developed in cooperation with many farmers' market members for over a decade. Their purpose is to keep the high standards our members and customers have come to expect.