

## The Rockwood Farmers' Market - Vendor Application 2021 (3 pages)

This application form is available to complete online as a Google Form:

<https://forms.gle/jpjArSnd2SwS8M5SA>

### CONTACT INFORMATION:

Date of application:	E-mail (preferred for communication with Market):
*Business name:	
*Contact name(s):	*E-mail (preferred for communication with public): <input type="checkbox"/> same as above
Who is completing this form?	
Business mailing address:	Cell phone:
	Can you text using above number? <input type="checkbox"/> yes <input type="checkbox"/> no
*City:	Other phone:
Postal code:	*Preferred phone for public: <input type="checkbox"/> cell <input type="checkbox"/> other
*Website	
*Facebook	
*Instagram	
*Other Social Media	

**\* NOTE: information above marked with the asterisk (\*) will be made public on our website.**

Category of Applicant	Please select the category that best represents your products.	
Farmer (Primary)	<input type="checkbox"/>	Primary producers of farm products selling <i>their own products</i> (including vegetables, fruit, meat, eggs, dairy, fish, nuts/seeds, honey, maple products and plants, flowers, botanicals, cider, wine, etc.)
Other Food (Secondary)	<input type="checkbox"/>	Food products <i>prepared by the Vendor</i> for sale or consumption at the Market ( <i>we generally do not permit reselling of products at the Market</i> )
Non Edibles, Arts & Crafts	<input type="checkbox"/>	Non food and other handmade goods <i>made by the Vendor</i> ( <i>we do not allow sale of commercially produced items at the Market, except on our Local Business Day, and generally items being sold must be made by the Vendor, or the Vendor's family</i> )
Not-for-profit Group	<input type="checkbox"/>	Community-based service, public-interest, educational or other non-profit

**PRODUCT DETAILS:** Please describe all products that you plan to sell (attach a separate sheet if needed).  
**NOTE:** if you wish later to add a product, you must provide a revised list in writing and receive written OK from organisers prior to selling.

**DATES & LOCATION:** The 2021 season will run Wednesdays from 4-7 PM, rain or shine, from June 9th to Oct. 6th ( for a total of 18 weeks), at Rockmosa Park, 120 Rockmosa Drive, in Rockwood.

**STALL SPACE:** One Market stall space is approx. 10'x10', with no hydro. Please contact us if your stall requirements are different.

**ATTENDANCE:** Please check below how often you wish to attend.

- Full time (\$360, or \$20 per day). (Early Bird \$310, save \$50 if paid in full before before April 1st)
- Half time- every other week, odd weeks, starting opening day June 9th until September 29th (\$225, or \$25/day, Early Bird \$200, or save \$25 if paid in full before before April 1st)
- Half time- every other week, even weeks, starting June 16th, until Closing Day Oct. 6th (\$225, or \$25/day, Early Bird \$200, or save \$25 if paid in full before before April 1st)
- Part time- attending 4 times (\$100, or \$25/day): \_\_\_\_\_
- Occasional- the following date(s) (\$30 each): \_\_\_\_\_

**NOTE:** Returning Vendors have until Feb 15th to indicate intention to return, their space will be held with deposit, before opening up to new vendors. New Vendors will be considered after Feb. 15th.

**DEPOSIT: No money is due with this application.** Upon acceptance into the RFM, we will require a deposit to hold your spot (\$100 for full time, \$50 for half time, \$25 for part time, non-refundable), with the balance of fees due by April 1st for Early Bird Rate, or otherwise by June 1st, 2021, or before your first Market day.

Please scan and return this form to [TheRockwoodFarmersMarket@gmail.com](mailto:TheRockwoodFarmersMarket@gmail.com) or e-mail us to make alternate arrangements.

Business owner name:

Business owner signature:

**Below you will find some of the key vendor responsibilities for the 2021 Season.**

You can see or download the full Rockwood Farmers' Market Handbook of Rules and Regulations at:

<http://therockwoodfarmersmarket.ca/our-vendors/>.

**Application and fee payment:** All Vendors must maintain an up-to-date Application Form on file with the Rockwood Farmers' Market. All fees must be paid prior to attending your first market.

**Products:** The Rockwood Farmers' Market is a true Farmers' Market (51% or more Primary Producers). Vendors are responsible for providing a detailed list of all products to be sold at the Market, as part of their application, so that we may maintain the balance of vendors and reduce or plan for any overlap between vendors. Vendors wishing to add to or change their list must inform the Market in writing, and wait until written approval is received before selling, displaying or sampling any new product. Farm products, food, and handmade items being sold at Market must be grown or made by the vendor. Anything that is not must be agreed upon in writing prior to being sold at Market. It must also be clearly identified by signage to indicate who grew/made it.

**Food Safety:** Farmers and Vendors of any food item must complete the Wellington-Dufferin-Guelph Public Health Farmers' Market Food Vendor Form (ideally done 30 days prior to attending the Market). All vendors handling food products must maintain a high standard of personal hygiene and cleanliness and abide by the appropriate health and safety regulations. Food sampling must have prior approval from the Market Organiser.

**Permits, Regulations and Compliance:** All products being sold at the market must comply with applicable Provincial and Federal regulations regarding labeling, measures, health and safety, etc. Vendors are responsible for obtaining any and all required licenses, permits, inspections and certification for the products they will be selling. Furthermore, vendors must fully comply with the terms of the Rockwood Farmers' Market as outlined in the Handbook of Rules and Regulations. Failure to do so may be grounds for termination of the Vendor Agreement.

**Insurance:** The Rockwood Farmers' Market carries basic Public Liability and Property Damage Insurance through Farmers' Markets Ontario, however any additional insurance coverage is the responsibility of the individual vendor. The Rockwood Farmers' Market bears no responsibility for any vendor property at the market. Wineries, Cideries & Storefront Commercial Vendors are required to provide The Rockwood Farmers' Market with a Certificate of Insurance from their insurance company listing The Officers & Directors of Farmers' Markets Ontario and The Rockwood Farmers' Market as Additional Insured.

**Punctuality:** If unable to attend on a given Market Day, vendors are asked to notify the Market Manager ASAP. Vendors are to complete stall set up by 3:45pm. Vendors are expected to keep their booths/stalls open until 7pm. Vendors are asked not to begin tear down until after 7pm, unless planned ahead of time in consultation with the Market Manager. Vendors must pack up immediately after 7pm and clear the area by 8pm.

**Loading/unloading/parking:** Vendor loading/unloading and vendor parking is permitted in designated areas only. Market Manager will direct unloading and parking.

**Displays:** Each vendor's business name and contact information must be prominently displayed. Vendors must provide their own display materials. Furthermore all tents, shade structures, canopies, products and display materials shall be adequately and safely secured from wind in a manner that does not cause damage to the park infrastructure, using adequate counterweight from specially designed sand bags, or blocks.

**Waste:** Stalls must be kept clean, and at the end of the Market day, vendors must take away all waste that they produce and ensure that the area around their stall is free from litter.

**Smoking:** Smoking is NOT permitted in or near the stall areas, or anywhere on the Market site.