



AUGUSTA TOWNSHIP



RULES AND REGULATIONS

1. Location

The Augusta Township Farmer's & Craft Market is located:

- Indoor – MERC Hall, 120 E McLean Blvd, Maitland, ON, K0E 1P0.
- Outdoor – Mill St, North Augusta, ON, K0G 1R0 (ball diamond next to the fire station).

2. Hours of Operation

The Market will be operated by the Augusta Township Farmer's & Craft Market organization (hereinafter 'market organization').

- The outdoor market will run every Saturday from May 21st to October 15th from 9:00 am to 1:00 pm, rain or shine.
- The indoor market, Winter/Christmas markets in November/December, will run from 9:00 am to 1:00 pm.

Late set up and early departure are not permitted unless otherwise approved by the market organization. All vendor spots must be vacated and cleaned by 1:30 pm.

3. Local Produce Market

We are a produce market: Goods for sale must be locally grown or produced by the vendor(s) unless otherwise approved by the market organization. Priority will be given to Produce vendors. In the case of food products (e.g., bread, baked goods, desserts, etc.), the vendor(s) must make the product, but does not have to grow the ingredients themselves. All arts and crafts must be handmade. The use of local ingredients/materials, where practical, is strongly encouraged.

4. Seasonal & Daily Vendors

All vendors must apply to the market organization for approval to participate in the Market. Priority will be given to vendors committed to the full season. The market organization, however, welcomes and encourages 'bi-weekly' and 'daily vendors' as space permits.



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5. Community Groups and Musicians

The market organization will offer space for the use of community groups. These groups may provide information on their organizations or raise funds but are not permitted to sell food or other items that are normally available at the Market unless otherwise approved by the market organization.

Musicians will also be encouraged to attend the Market. Arrangements for these groups will be made through the market organization.

6. Vendor Fees

- Seasonal* – each market, minimum 15 markets / season - \$0.00
- Bi-weekly* – every other week - \$0.00
- Occasional** – signs up to specific dates - \$0.00

*All fees for seasonal and bi-weekly vendors are to be paid to the market host on arrival of the first market they attend.

**Cost for occasional vendors to be paid to the market host on arrival of each market they attend.

7. Vendor Responsibilities

Each vendor is responsible for supplying their own equipment: table, chair, canopy, etc. A canopy, if used, must be sufficiently and safely anchored to the ground. A canopy frame cannot be bigger than 10 feet by 10 feet.

Full-season vendors are strongly encouraged to attend every Saturday in order to maintain a cohesive Market. vendors must advise the market organization by 4 pm the night before if they know they will be unable to attend.

Vendors are required to display the pricing of all products for sale.

8. Proper Food Packaging, Handling and Labelling

Vendors are responsible for ensuring product transport, storage, packaging, labelling, and handling meet all applicable Federal, Provincial, Municipal and Health Unit requirements. Eggs are not permitted for sale at the market unless graded by a licensed grading facility, and a bill of landing must always be present at your vendor spot.

9. Licensing and Taxation

Vendors are responsible for obtaining all relevant licenses, permits, inspections and certificates for the sale of their products. Compliance with both Provincial and Federal Sales Tax Regulations is also the responsibility of the individual vendor.



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10. Organic Products

The sale of organic produce and products is encouraged at the Market. Vendors claiming to be “certified organic” producers must provide a copy of their current organic certification to the Market organization and should have a copy of their certificate with them at the Market.

11. Vendor Spot Allocation

Outdoor market:

Vendors will be allocated a vendor spot of 10' X 10' upon arrival.

The Market organization may move a vendor for reasons of health and safety, product compatibility or other valid reasons.

Vendors may not place anything, including signs, outside of their designated areas.

12. Smoking

Smoking is not permitted within the vendor spot. All smoking must be behind the vendor spot and away from customers.

13. Animals

Vendors shall be permitted to have their pets with them at market as long as the following items are respected:

- The vendor’s pets shall be kept within their vendor spots and shall not be a hindrance to customer traffic
- Pets are to be calm and well-behaved. Aggressive or out-of-control behavior will not be tolerated.
- All food safety rules and regulations in regard to animals being present must be followed.

A three-tiered warning system for breach of the above shall be implemented including:

- I. A verbal warning
- II. A written warning and
- III. A final warning and removal of the vendor's pet from the market

14. Insurance

All vendors are responsible for their own liability coverage, where appropriate. The Market will not be held responsible for losses, theft or accident or for the products or conduct of vendors.



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15. Complaints & Quality Issues

Vendors are expected to adhere to the highest standards of quality, service, and business. The market organization will have final say regarding standards. They may request inappropriate or poor-quality items be withdrawn from sale and/or displays cleaned up.

Vendors who fail to abide by the Market Rules and Regulations, cause disturbance, make false declarations about their goods, fail to meet Health standards, or fail to deal with customer complaints will receive a verbal warning, either in person or by telephone. Continued lack of adherence will result in the issuance of up to two written warnings at which time the vendor will be disqualified from the Market.

Vendors are encouraged to approach the market organization if they encounter a problem. Complaints from vendors must be submitted in writing to the market organization.

16. Vendor Conduct

Vendors are expected to adhere to the highest standards of personal conduct, demonstrating behavior that is respectful of customers as well as to other vendors. Vendors who fail to conduct themselves in accordance with the Market Rules and Regulations may be disqualified from the Market.

17. Winter/Christmas Markets

Christmas Markets will have a separate application.

18. Market Agreement

All vendors must complete and sign a Market Application Form stating that they have read, understood and agree to abide by the Market Rules and Regulations with no exceptions. Unsigned applications will be rejected.

These are the Rules and Regulations of the Augusta Township Farmer's and Craft Market. Changes and additions may be made by the market organization.