



# Lakefield Farmers' Market

Vendor Handbook of Rules & Regulations

2024



## **Welcome to the Lakefield Farmers' Market!**

Planning for this market began in the spring of 2009, spearheaded by two residents of Smith-Ennismore-Lakefield, Susan Chan and Judith Hyland.

Their vision was to create a vehicle for bringing together local food producers and consumers in a friendly, community-building atmosphere.

They recognize the growing awareness that globalization, urbanization and other factors have slowly eroded the local infrastructures that our parents and grandparents took for granted. It has become difficult for the average consumer to buy their food locally or to even know where their food comes from and how it is grown.

As climate change and other environmental issues become more prominent in our collective consciousness, it is not surprising that we are looking more closely at our ability, as a community, to feed ourselves.

For these reasons there has been a renaissance of local Farmers' Markets in recent years. We want to help revive some of the lost infrastructure that brings food producers and consumers together in a mutually beneficial way.

To that end, this market is primarily for local growers who sell the products they themselves grow. To add variety, a portion of craft and food court vendors will be allowed, with priority given to those who source their materials or ingredients locally.

This handbook spells out the guidelines under which the market will operate. Any issue not covered here will be dealt with by the Steering Committee.

Thank you for being part of this exciting local initiative. May you have a season of plenty!

*Judy Hyland and Susan Chan*

Co-founders, Lakefield Farmers' Market

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## 1. ORGANIZATION

### Governance

The Lakefield Farmers' Market initially took form under the leadership of an ad hoc Steering Committee comprised of Sherry Boyce-Found (Kawartha Lakes Chamber of Commerce, Eastern Region), Susan Chan (acting Secretary/Treasurer), Suzanne Evans (potential craft vendor), Judith Hyland (acting Chair), Anita Locke (SEL councillor, Lakefield Ward), Jessy Ludwig, Mary Smith (Deputy Reeve, SEL council) and Jeannette Thompson (Economic Development Officer, SEL).

The current market is governed by a management team consisting of elected vendor members and members from the community at large. Supportive ties to the local merchant community and the Township are being maintained by liaisons to the Chamber of Commerce and Municipal Economic Development Office.

### Management

On-site, the Lakefield Farmers' Market is managed by a Market Manager, contracted by the Management Team for the season. The Market Manager is not a vendor and reports directly to the Management Team.

## 2. MARKET LOCATION & SEASON

### Location

The Market is located in the large parking lot behind the Lakefield-Smith Community Centre (Lakefield arena), 20 Concession Street, beside Isabel Morris Park in the Village of Lakefield, Ontario.

### Season:

The Market season consists of between 20 and 22 market days depending on the year. Beginning in mid-May and extending into October, the Market runs every Thursday, from 9:00 a.m. – 1:00 p.m.



### 3. MEMBERSHIP

#### Eligibility

The Lakefield Farmers' Market is a producers-only market, whether agricultural vendors, prepared food vendors, or craft vendors. **Resellers are not eligible for membership in the Lakefield Farmers' Market.** All products offered for sale must be grown or produced by the vendor applicant (member). For member voting rights, the vendor is defined as the applicant or the applicant's spouse, sibling, child, parent or partner, who assists substantially in the cultivation of the crops, or in the production of the agricultural, value-added or craft products, or a designated employee representing the vendor. The sale of items grown or produced by anyone other than the vendor, as defined above, shall not be permitted. Vendors must reside within a 100 km radius of Lakefield. Exceptions to these eligibility criteria may only be made at the discretion of the Management Team on a case-by-case basis.

Vendors may only sell products for which they have received Board approval as described on their original application. Vendors must seek Board approval with at least 7 days notice if they wish to add further items throughout the season.

#### Vendor Type

There are two types of vendors at the Lakefield Farmers' Market:

**Full Season Vendors:** attend the Market on a full-time basis from May to October.

- In exchange for their full season commitment to the market, Full Season Vendors receive a discounted weekly stall rate.

**Daily Vendors:** attend the Market on a day-by-day basis, scheduled at least one week in advance.

#### Product Categories:

##### Agricultural

Including, but not limited to:

##### Consumable

- Fruit and vegetables, edible plants/flowers, sprouts, honey, maple syrup, preserves, sauces, vinegar, meat, fish, poultry and eggs, soap, dried soup and other mixes, grains, livestock.

#### Non-Consumable

- Soap, soils, manure, firewood, fleece, wool, fenceposts, animal feed, shrubs, trees, flowers, plants.
- As a growers-only market, the Lakefield Farmers' Market requires that all agricultural vendors be [MyPick® verified](#). This is a non-invasive process which verifies that all agricultural products at the Market are sold by the farmers who produce them.

#### Prepared Food

Including, but not limited to:

- Homemade, ready-to-eat items, or items for consumption at the Market.
- Baked goods such as: bread, rolls, buns, muffins, cookies, fruit pies, cakes, pastries, meat pies.
- Prepared food vendors are required to use some local agricultural ingredients. Those whose applications show the use of high quantities of local ingredients will be given preference by the Management Team.
- Vendors in this category will be required to provide a current Food Premises Inspection Certificate and Food Handler's Certificate from the Peterborough Public Health prior to final approval.

#### Artisanal

Including, but not limited to:

- Hand-made items by the Vendor using his or her own skill, artistry, and training to produce a new, unique and original product (no reselling is allowed).
- Preference will be given to artisanal vendors who demonstrate that their wares contain natural/recycled/locally sourced materials.
- All artisanal wares will be evaluated for market suitability by the Lakefield Farmers' Market artisanal jury.
- Due to limited space and to allow the maximum number of craftspeople to participate in the Market, artisanal vendors may not be eligible for full season membership.

## 4. PRICING

Payments can be made by cash, cheque, or e-transfer to [accounts@lakefieldfarmersmarket.net](mailto:accounts@lakefieldfarmersmarket.net). Mailing address is Lakefield Farmers Market, P. O. Box 22, Lakefield, ON K0L 2H0.

### Membership Fee

The annual, non-refundable membership fee is \$35.00. This fee must be paid by all Full Season vendors and entitles them to vote in the Annual General Meeting (AGM) on items concerning market operations. If vendors are sharing a stall, each must pay an individual \$35.00 membership fee. "Daily" vendors are not eligible to be voting members.

### Application Fee

There is a \$25.00 non-refundable application fee for all new and returning vendors that must be submitted with the application/re-application. **Applications that are submitted without the application fee will not be considered for approval by the Market Management.**

### Attendance Deposit

There is a \$40.00 refundable\* attendance deposit required from all Full-Season Vendors. \*In order to qualify for a refund of the Attendance Deposit at the end of the season, the Vendor must meet both conditions below.

1. The Vendor may not have more than 2 unannounced absences during the season. An "unannounced absence" is defined as failure to provide the Market Manager with 7 days written notice of an intended absence (barring personal/family/medical emergencies).
2. The Vendor may not miss more than 3 Market Days throughout the season.

Repeated absences during the regular Market Season may impact a Vendor's eligibility to return as a Vendor to the Lakefield Farmers' Market in future years as well as their approval for off-season markets (eg. Mother's Day Market, Christmas Market). Extenuating circumstances may be reviewed at the discretion of the Lakefield Farmers' Market Board.

Vendors should review the **Absenteeism Policy on Pages 11 and 12** of this Handbook for complete details.

### Stall Fees

- **Full Season:** \$400.00 for the entire Market season (~\$18.19/week for 22 weeks). At least 50% of stall fees are due upon notice of acceptance into the Market. The



remainder are due no later than 2 weeks prior to the first market day of the season. Full season stall fees are non-refundable.

- **Daily:** \$40.00/week, due upon arrival each Market day. Daily stall fees are non-refundable.

	<b>FULL SEASON</b>	<b>DAILY</b>
<b>Stall Fee</b>	\$400/season (\$18.19/week)	\$40/week
<b>Application Fee</b>	\$25	\$25
<b>Membership Fee</b>	\$35	N/A
<b>Attendance Deposit</b> (Refundable* See Absenteeism Policy)	\$40	N/A

## 5. INSURANCE

All vendors who have a registered business with a physical business location other than the Lakefield Farmers' Market are required to provide valid Proof of Insurance prior to final approval as a Lakefield Farmers' Market vendor.

## 6. MARKET DAY

### Space Allocation

The Market Manager will be responsible for assigning stall spaces. The Market is an outdoor seasonal market located in the arena parking lot at 20 Concession St adjacent to Isabel Morris Park.

- Fees are per single space of approximately 10' X 20' (i.e. one parking space). Vendors may apply for more than one space, if required and available, paying full fees for each space.
- Seasonal spaces will be assigned by the Market Manager at the beginning of the season, taking into account the arrangement of vendor types and the market's opportunity for effective, abundant and colourful display.
- While we recognize that it is important for vendors to remain in the same location from week-to-week, some adjustments to site layout may be required from day-to-day based on vendor absenteeism or other factors. If a vendor is absent on a given day, their usual



space may be used as deemed appropriate by the Market Manager, including but not limited to, providing the space to an alternate vendor.

- Daily vendors will be allotted a space on Market Day.
- Returning seasonal vendors have the right of first refusal on their previous year's location.
- Two vendors may share a space, provided that they are seasonal vendors, they hold individual memberships, and the products of both must be on display at all times.
- Vendors may not sell, sub-let, or rent Market space to other Vendors.

## Signs

Each Vendor must display a sign in their space indicating their name and address. All agricultural vendors must obtain [MyPick® verification](#) and display this verification clearly at their stalls. All items offered for sale must have prices clearly displayed.

## Displays

Vendors will supply all materials required for their display, including canopy, tables, chairs, and garbage can, all of which must be removed at the end of market day.

Vendor displays should be attractive and clean at all times. Provided space is available, vendors may be permitted to store some items in the market shed (subject to approval by the Market Manager). It is the responsibility of vendors to leave their allotted spaces as they found them at the beginning of Market day.

## Safety

### Vendor Canopies and Weights

#### Requirements for Canopy Tethering:

##### 1. Weight Specification:

- All vendor canopies must be tethered at all times with a minimum weight of 15 kg (33 lbs) per tent leg.
- For double booth spaces with two tents, each tent leg must have a weight (e.g., two 4-legged tents require 8 weights of 15 kg each).

##### 2. Securing Weights:

- Weights must be secured to each tent leg using strong, non-elastic rope.
- Vehicles and/or stationary objects (e.g., lamp posts, signs) cannot be used as substitutes for weights.

### **Procedures for Setting Up and Taking Down Tents:**

#### **1. Weight Specification:**

- Secure weights to tent legs immediately upon setting up.
- Vendors may not commence selling until all tents/canopies are properly tethered.

#### **2. Securing Weights:**

- Lower tent legs before removing weights to ensure safety.
- Unweighted tents must not be left unattended at any time.

### **Enforcement and Compliance:**

- Any vendor not securing their canopy or structure with a minimum weight of 15 kg (33 lbs) per leg, as approved by the Market Manager, will be asked to take their tent down. Failure to comply will result in removal from the market. Reinstatement will be at the discretion of the Market Board.

### **Sidewalks and Roadways**

If a vendor's booth borders a sidewalk or roadway, the vendor's vehicle must not block the sidewalk or roadway at any time. Sidewalks and roadways must remain completely clear to ensure the safety of pedestrians and the flow of vehicles. Failure to comply may result in the vehicle being towed at the owner's expense.

### **Public Health**

The safety of vendors and customers is paramount and the Lakefield Farmers' Market will implement COVID-19 protocols that are in line with the current Peterborough Public Health's protocols and Farmers' Markets Ontario's (FMO) recommendations. Market protocols related to COVID-19 will be communicated to vendors on an ongoing basis as the situation evolves.

### **Advertising**

The Lakefield Farmers' Market Management Team will provide visible advertising signage for the Market on every Market day; promote the market before and during the season; work with the vendors to make the Market attractive to shoppers; build bridges with local merchants, organizations, charities; and work to raise awareness about the food locally available. As members of Farmers' Markets Ontario and the Peterborough & Kawartha Chamber of Commerce, the Management Team will take advantage of the promotional opportunities those memberships offer.

## Market Manager

The Market Manager supervises the on-site operations of the Market. They will apply the rules and regulations of the Market as detailed in the Vendor Handbook and report violations to Market Management.

The duties of the Market Manager include, but are not limited to:

- Allocation of space to vendors based on the guidelines in the Handbook.
- Collection of data for management, planning and promotional purposes.
- Receiving and processing vendor applications, and applications from community groups for use of the Market's community booth.
- Ensuring the Market is a pleasant, clean, welcoming place for vendors and shoppers.
- Removal of persons should circumstances warrant it by requesting the persons to leave or, if necessary, by calling the police for assistance.

## Community Booths

The market provides space for local community groups to promote their causes and programs. The Market Manager administers the following policy: Non-profit community groups can table at market, free of charge, when space permits. Market Manager will take requests to table throughout the season and ensure this schedule is posted on a shared calendar.

Community groups tabling at market must:

- be a community group or not-for-profit organization.
- not sell goods or solicit donations.
- not be a political party/municipal candidate, or a person or group affiliated with a political party.
- not be a group that is actively trying to sway political opinions towards a specific political party, cause, or issue.
- not be a group that promotes any form of hate or discrimination.
- not be a religious organization or group affiliated with a religious organization.

Exceptions may be made at the Board's discretion.

## Sales Information



Vendors will be expected to provide the Market Manager with approximate sales figures for each market day at the start of each subsequent market day. This information is anonymous and will be used for market statistical purposes only. We cannot overstate the importance of this collective information as we negotiate with the Township, potential grant applications, funders and corporate sponsors in the future. Everyone will benefit!

### **Waste Reduction**

Vendors are strongly encouraged to limit the use of single use plastic and eliminate the use of Styrofoam containers. Please consider more eco-friendly alternatives and customer education that will work for your products and customers.

### **Arrival Time**

Vendors will arrive no later than 8:30 a.m. and be completely set up and ready to sell no less than 15 minutes prior to market starting, or risk forfeiting their space to a daily vendor.

### **Absenteeism\***

It is to the benefit of the Market as a whole and to each of the Vendors if the Market is presented as a full and vibrant experience every week. It is imperative that all Full Season Vendors make every effort to fulfil their commitment to attend every week or to give the Market Manager sufficient notice to fill their stall in the event of a necessary absence.

**Vendors shall provide the Market Manager with at least 7 days written notice in the event of an expected absence from Market.** If a vendor has not provided prior notice and is not set up to sell by 15 minutes prior to the start of Market, they risk losing their stall to a daily vendor. If a vendor misses 2 or more Market dates on an unannounced basis, the Market Management reserves the right to expel the Vendor from the Market for the remainder of the season.

An “unannounced absence” is defined as failure to provide the Market Manager with 7 days' written notice of absence (barring personal/family/medical emergencies).

It is the responsibility of the Vendor to communicate the intention and reason for any absence to the Market Manager.

Vendors who have one “unannounced absence” will be contacted and directed to review this Absenteeism Policy.

Vendors who have a second “unannounced absence” will be given a warning that a further absence may result in their expulsion from the Market.



Vendors who have a third “unannounced absence” may, at the discretion of the Market Management, be expelled from the Market without further notice.

There will be no refund of Vendor fees and the Vendor will forfeit their Attendance Deposit.

**Full season vendors who are absent from the Market for 3 or more days of the Market season may, at the discretion of the Market Management, be expelled from the Market for the remainder of the season and will not qualify for “Returning Vendor” status at the opening of subsequent Market seasons.**

**There will be no refund of Vendor fees and the Vendor will forfeit their Attendance Deposit.**

Vendors who meet the attendance policy (i.e. do not miss more than 3 days of the Market season) will be given priority for special markets (e.g. Mother’s Day, Holiday Market).

### **Problem Resolution**

Vendors are encouraged to approach the Market Manager if they encounter a problem. Any issue that requires further attention can be brought to a Market Management meeting. Any discussion of the problems of the Market in front of customers is prohibited.

Verbal or physical abuse between Vendors or between Vendors and Customers will not be tolerated. Any Vendor found in contravention of this rule will receive a warning or, if very serious, may be subject to immediate expulsion from the Market and will forfeit all fees. Any such expulsion will be at the discretion of the Market Management.

Should the Vendor wish to appeal their expulsion, a written request to appeal must be delivered to the Market Management within 5 days. Appeals should be delivered via email to [manager@lakefieldfarmersmarket.net](mailto:manager@lakefieldfarmersmarket.net) or by mail to Lakefield Farmers Market, P. O. Box 22, Lakefield, ON K0L 2H0.

In consultation with a 3<sup>rd</sup> party the Board may void the expulsion or may defer the matter for consideration by the full Market Membership at the AGM.



Lakefield Farmers Market

P.O. Box 22, Lakefield, ON K0L 2H0

[info@lakefieldfarmersmarket.net](mailto:info@lakefieldfarmersmarket.net) | [manager@lakefieldfarmersmarket.net](mailto:manager@lakefieldfarmersmarket.net)