

Port Perry Lakefront Market Association

Vendor's Handbook

Last Revised: January 12, 2025

Two Sections currently under review

Our Mission

To promote and encourage the development of local small-scale agriculture and specialty products by providing a dynamic marketplace to make their products available to the consumer.

Our Board of Directors & Market Manager

The Association is governed by a Board of Directors elected from and by Vendor Members. Our Market Manager is responsible for the day-to-day management and operation of the Market and is the first point of contact for Vendors. In her absence, a Board Member will serve as an Acting Manager.

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|-----------------------|---|---|
| Market Manager | Sam Burkus | portperryfarmersmarket@gmail.com |
| Executive | Name | Contact Info |
| Chair of the Board | Jessica Foote Lunar Rythm Gardens | info@lunargardens.ca |
| Secretary/Treasurer | Diane Knutson Woodchips & Sawdust Woodworking | wsportperry@gmail.com |
| Directors | Gordana Breen Moments in Tune | momentsintune@gmail.com |
| | Mikee Cicerella Mikee's Gormet Mushies | mikeesgourmetmushies@gmail.com |
| | Amanda Kiezebrink Bray Ridge Farms | brayridgefarms@gmail.com |
| | Madeline Kingston Hometown Harvest Bakery | madeline.rita.kingston@gmail.com |

Liability Insurance

A Public Liability Insurance Policy with Farmers Market Ontario (FMO) covers the Port Perry Lakefront Farmers' Market, its Board of Directors, Vendors, and the Township of Scugog. This policy is limited to public liability ONLY. It **does not** cover personal injury to a Vendor and damage to a Vendor's equipment, materials, and products. FMO now offers individual Vendor Insurance - check it out at www.farmersmarketontario.ca

Hours of Operation

The Market operates every Saturday (rain or shine) from 8:00AM to 3:00PM beginning Mother's Day weekend and ending Thanksgiving weekend.

Inclement Weather Procedure

Currently under review

Vendor Fees

Full-Time Vendor: May 10 to Oct.11/25 - \$400/season for one 10x10 booth space

Full-Time Vendor Additional Booth Space(s): \$150 for each additional 10x10 booth space to a maximum total of 3 spaces.

Pop-Up Vendor: \$60 per day for one 10x10 booth space. Pop-Up Vendors are limited to **one** booth only.

Community Booth

Our Market encourages Community Groups and Organizations to deliver their message to the public by applying to use our Community Booth. Each group or organization is entitled to one date free of charge. A tent and tent weights are supplied. The Community Group is required to dismantle the booth at the end of the day.

Youth Booth

Our Market invites young Entrepreneurs (ages 11-18) to apply to use our Youth Booth to sell their homegrown or handcrafted products. A tent and tent weights are supplied. The Entrepreneur is required to dismantle the booth at the end of the day.

Vendor Selection Process

Three Board Members form a **Vendor Approval Committee** that will consider the following criteria when approving applications:

- Is the Vendor located within 100km of Scugog?
- Are 70% of these products grown, produced, or crafted by the Vendor?
- Is the Vendor represented on social media?
- If not, did the Vendor provide photos of their products?
- Are these products of high quality and craftsmanship?
- If these products were originally manufactured or mass-produced have they been altered to a value-added state that is unique, creative, or innovative?
- Are these products compatible with other products sold at the Market?
- Will the sale of these products upset the balance of similar products sold at the Market?
- Is the sale of these products suitable for the Market's family and community environment?

Approval of New Products to be Sold

The Chair and the Market Manager are the **Product Approval Committee**. They decide together, to accept or reject any new products to be sold at the Market. Vendors must provide photos and/or samples of all new products to the Market Manager one week before the anticipated sale date.

Allocation of Booth Spaces

Full-Time vendors will be assigned permanent locations beginning at the entrance of the Market area. Priority booth allocation will be assigned first to Returning Full-Time Vendors, New Full-Time Vendors, and finally, Pop-Up Vendors on a first-come-first-served basis.

The Market Manager assigns booth spaces taking into consideration:

- Booth availability;
- If a Returning vendor, previous violations of the Market Rules, including disruptive behaviour, personality conflicts;
- Vendor attendance record, last-minute cancellations, late arrivals, and early departures;
- Product category and its compatibility with products of nearby vendors; and,
- Special requirements such as hydro use, generator use, etc.

The Market Manager, or her designate, may relocate any vendor to fill in vacant booth space. The decision of the Market Manager, or her designate, is final.

Market Set-Up & Tear Down Procedures

Set-Up

Vendors enter the Market Area from the Queen Street entrance (one way only), park at their booth space, and unload their vehicles as quickly as possible. Once unloaded, vendors will immediately leave the Market Area behind The Mill and park in Municipal Parking Lot #5.

Tear- Down

After the Market closes, vendors will dismantle their booths as quickly as possible, retrieve their vehicles, and re-enter the Market area from the Queen Street entrance. Vendors will park at their booth space, quickly load their vehicles, and leave the Market Area from behind The Mill.

At no time shall a Vendor block the flow of traffic at the intersection of Queen Street and Water Street.

Applicable Law

Vendors must comply with all Municipal, Regional, Provincial, and Federal Laws as they apply to the Market

All Food Vendors selling products for human consumption must receive approval from the Region of Durham Health Department (www.durham.ca/foodsafety). Each vendor shall submit a copy of a certificate or a confirmation email from the Health Department with their Vendor Application Form, or as soon as it becomes available. Approval must be received a minimum of 30 days prior to Market day.

Vendors shall also abide by all health and safety protocols relating to a Pandemic as required by the Region of Durham Health Department and implemented by the Market.

Reporting an Absence

A minimum of 48 hours notice (Thursdays by 9:00AM) is required if a Vendor cannot attend their scheduled Market day. Notice of cancellation must be emailed to the Market Manager at portperryfarmersmarket@gmail.com. This email address is monitored several times per day, so please do not call, text or Instagram.

Daily Operation & Conduct - Zero Tolerance Infractions

1. Only the Market Manager or Board Members are permitted to move our road barricades.
2. The Latcham Centre Parking Lot is off-limits to all Vendors. Do not park there for any reason at any time.
3. No vehicles are permitted in the Market area after 7:15AM. Late arrivals will have to walk in their set-up.
4. Drive slowly through the Market area.
5. Driving anywhere other than the designated route is not permitted.
6. Adequate weights are mandatory for each tent leg. If the Market Manager, or her designate, determines that tent weights are missing or inadequate, the Vendor will either properly weight their tent or take it down and operate without it.
7. All Vendor booths must remain open until 3PM. Early tear-down is not permitted except when approved by the Market Manager in consultation with the Chair of the Board.
8. No vehicles are permitted to enter the Market area until 3:15PM or until the barricades are moved by the Market Manager or Board Members.
9. All Vendors must completely tear-down their booth before bringing their vehicles into the Market area.
10. Disrespectful language and behaviour will not be tolerated.

Conducting Business

Vendors shall remain in their booths when selling. Sales must be conducted in an orderly and professional manner. Shouting out to passing customers, or other objectionable means of soliciting trade is prohibited.

Pricing

All items offered for sale shall have prices prominently displayed. Vendors shall not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices. Volume buying sales incentives (e.g. "\$2 each – 3 for \$5") are permitted. Incentives that present a flea market image (e.g. "Year-end Sale", "Buy Two Get One Free" or "50% discount") are prohibited.

Hydro

At this time, the Market is permitted to use the Township of Scugog's hydro outlet. Should this arrangement change, each vendor requiring hydro must provide their own power source in the form of a quiet-running portable generator.

Vendor Signs

All vendors shall display a sign with the name of their business at their booth. Vendor signs are prohibited elsewhere in or out of the Market Area as per the Township of Scugog Sign By-law.

Garbage

Vendors are responsible for keeping the area around their booth clean and removing any garbage at the end of Market day.

Procedures for Violation of the Market Rules

Currently under review.