

High Park Village Market

High Park Community Market Rules and Regulations 2022

This document outlines the rules and regulations of participation in the High Park Village Farmers' Market ("The Market"). The Market is hosted by Greenbelt Markets in partnership with Minto Properties. Greenbelt Markets a registered not-for-profit organization dedicated to supporting local sustainable farmers and community farmers' markets.

All vendors must abide by the following rules and regulations. Any violation may result in removal from the market on a temporary or permanent basis. Participation in The High Park Community Market is by invitation only. All vendors must apply every year - even returning vendors.

In light of the Covid-19 Pandemic, all vendors must strictly adhere to the Markets new guidelines mandated by Toronto Public Health. Please thoroughly review the High Park Community Market Covid-19 Public Health Guidelines and ensure compliance.

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1. LOCATION, DATE & TIME

The High Park Community Market is located at **255 Glenlake Ave.** and operates every **Thursday** from **3:00pm** until **7:00pm** from **June 8th, 2022** to **September 28th, 2022**.

The Market Manager or a market representative will be on site from **1:30pm** until **8:00pm** every Thursday.

2. ARRIVAL & EXIT

Arrival: Vendors must arrive before 2:30pm for market day set up.

Sales Times: No sales shall be made before or after market hours. By joining The High Park Community Market, vendors agree to occupy and commit to their allotted space for the full duration of market hours – from 3pm until 7pm.

Exit: No vendor may begin tearing down their booth before 7:00pm. It is important for everyone's sales that the integrity of the market is maintained for its entire duration

Delays: Please contact your Market Manager in case of an unexpected delay on market day. Delays without contacting the Market Manager may result in penalties.

Absences: Vendors unable to attend must notify the Market Manager at least 48 before the market day. There will be no refunds for missed markets and frequent absences will result in penalties. By agreeing to the rules and regulations you agree to a minimum of 12 market days (half-season or bi-weekly)

The market is open rain or shine. Unless otherwise communicated by the Market Manager due to extenuating circumstances (i.e. extreme weather conditions), all vendors are expected to deliver the products regardless of weather.

3. APPLICATIONS & FEES

Participation in TheHigh Park Community Market is by invitation only. All vendors must apply every year - even returning vendors.

Guest Vendors: Vendors who are invited on a trial/guest basis, paying week to week, are not guaranteed or owed a full season of market days unless invited to the market as a full time vendor.

Fee Breakdown:

Farmers: \$30/market day

Producers: \$45/market day

Prepared Food & Beverage: \$55/market day

Wineries/Artisans: \$60/market day

Brewery: \$75/market day

Non-for-Profit: Free (educational and non-political advocacy only)

Additional Fees: N/A

Payment: All vendor fees are payable upon receipt of invoice. Vendors who do not pay their fees by **August 1st, 2022** will be subject to ejection from the Market.

- Stall fees cover staff, promotions and marketing, public health requirements and permits, administration, special events and volunteer programs.

Refunds: There are no refunds for bad weather or dates missed at the market.

Vendor Commitment: Vendors are required to commit to a minimum of 11 market-days per season or otherwise need to apply as a Guest Vendor.

4. PAYMENT OPTIONS

All vendors must pay at least 50% of their vendor fees before the first day of the Market - **June 8th, 2022** - and the remainder by **August 1st, 2022**.

- If you are experiencing financial hardship and would like to apply to set up a payment plan, please contact the Market Manager.

All guest vendors and part-time vendors must pay their full fees before arriving at the Market.

All fees must be made by cheque or electronic transfer. Cash will not be accepted.

Subletting stalls is not permitted.

5. STALL INFORMATION

Spaces will be organized by the market manager to ensure an appropriate product mix, customer experience and in consideration of the needs of the vendors' products.

Vendor's may request certain conditions or placement but must abide by management's decision.

*Any disturbance caused by vendors over their stall placement will result in a discussion with the Market Manager and possible removal from the Market. No refunds will be given for that day's vendor fees.

One stall represents a **10'x10' allotment** unless otherwise approved by the Market Manager. Vendors may request additional allotments for a fee and space is subject to availability.

- Vendors are required to provide all necessary equipment such as tables, chairs, weights and freestanding shelter (no stakes can be used in the park) and extension cords if power is required.

- Vendors may not store their tables, chairs or any other equipment at the market nor use Market equipment without express permission from the Manager.
- A fine will apply for broken equipment belonging to the market or any equipment/garbage left on site once the market is closed.

Non-profit organizations may be allocated one stall free of charge for a duration of time set by the Market Manager.

Due to space constraints, those vendors requiring access to electricity and/or water will be placed closest to those sources over vendors without those needs.

Vendors are subject to moving at the discretion of the Market Manager. Please note that for returning vendors this will be avoided if possible as not to disrupt sales.

6. VEHICLES & PARKING

Vendors shall not park in reserved spots for Minto residents

- Space to Park and unload will be provided; Details TBD

Vendors shall not park vehicles/ trailers on park property or drive on park grass for any reason.

*To ensure public safety, vendors must be guided in and out of the park by someone outside of the vehicle - a market staff member or representative - or if unavailable a vendor staff or other

7. LOCAL OPTIONS FOR PRODUCE AND PREPARED FOOD

All vendors will be encouraged to use locally-sourced raw ingredients in their products. Market sources should be considered first priority.

Products containing ingredients that are not normally grown locally, such as banana, citrus fruit, cocoa/chocolate, coconut, coffee, ginger, mango, some nuts, plantain, sugar, tamarind, vanilla and various spices, may be sold, under the following conditions:

- Any new product must receive approval from the Market Manager before it is brought for sale
- The product is consistent and in keeping with the product range normally offered by the vendor in question.
- The product does not compete too closely with a food category that is already sold by an established vendor (conflicts will be decided by the Market Manager).
- Efforts have been made to substitute a local alternative for the non-local ingredient(s)- e.g. locally-grown nuts for imported nuts, maple sugar for cane sugar.
- Efforts have been made to source ingredients that are sustainable and produced under ethical working conditions- e.g. organic, fair trade, or equivalent.
- **Each vendor must have grown or made the products that he/she is selling** or have a regularly employed agent sell products grown or made by said vendor.

8. RE-SELLING

Vendors may not sell products purchased from wholesale or retail sources. **Absolutely NO re-selling** of any item shall be permitted.

Warning: Any reselling will result in a single written warning. A second offense from the same vendor will result in expulsion from the market. The warning and expulsion do not need to relate to the same item, but to the act of reselling.

Value Added Products: All **value-added products** must be made from a secondary source from local products (e.g. beeswax candles, preserves) and are able to be sold at the Market Manager's discretion. These must be listed in each vendor's applications

A vendor may sell up to 25% of a neighbouring farmer's produce if *he/she does not have enough produce from his/her own farm or if it uniquely contributes to the product mix available at the Market*. This may only be done under extenuating circumstances and not on a regular occasion, and must be approved by the Market Manager in advance.

9. LABELING & SIGNAGE

All produce and animal products must be chemical-free but it is strongly encouraged to be completely free from pesticides, herbicides, hormones, antibiotics or genetically modified organisms. Farmers and producers are encouraged to obtain organic certification if possible.

Organic: Please do not label products as "organic" if they are not certified by respected certification authority

Ingredients: Vendors must clearly display names of each variety of products and what, if any, synthetic fertilizers or products were used in their production.

Prices: All prices and vendor/business names must be clearly posted and follow the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) guidelines. Please consult the Market Manager for a copy kept on-site.

10. PRODUCTS

Product Knowledge: The seller must be knowledgeable about the produce or product being sold and is encouraged to discuss how their food is grown/produced, their farming background, products' cooking instructions, recipe suggestions, etc. with customers.

Product Type: All products sold must be approved by the Market. The Market Manager reserves the right to notify which items are approved/not approved to sell at the market.

- In order to avoid market cannibalization, vendors may not sell goods that are another vendor's mainstay. When two or more vendors sell the same product, there will be a

discussion, mediated by the Market Manager in order to reach a mutual agreement. If no mutual agreement is made, the Market Manager will make the final decision.

Taxes: All vendors, except non-profits, will be responsible for having the appropriate Ontario sales tax number and for collecting the appropriate HST.

Market Sales: The Market is not responsible for the sales of each individual vendor. Our responsibility is to bring customers into the market itself while each vendor is responsible for the attractiveness and sales health of their own business.

- Please consult the Market Manager if sales are declining or threaten the viability of the vendor's business model due to an improper mix of vendors or menu items throughout the Market. Complainants will be required to provide proof of sales.

Product Freshness: All items for sale at the market are subject to random sampling. Items may be removed from sale at the market if they are not of reasonable quality and/or freshness as determined by market staff.

11. HEALTH AND CERTIFICATION

It is the responsibility of the vendor that all products and produce they sell at The Market complies with all applicable City of Toronto, Provincial and Federal Government regulations (i.e. the Canadian Food Inspection Agency and Public Health Guidelines) with regards to proper labelling, measuring / weighing, refrigeration, sanitation, safe food handling practices, etc. and any other governmental requirements not listed here.

- Where required, **a vendor will provide proof that their kitchen/premises have been inspected by the Public Health Department with their application.**
- Certified organic and Local Food Plus Certified vendors are asked to provide a copy of their certification papers to be kept on file.
- Vendor certifies that they hold insurance for their business and are responsible for the quality, preparation and delivery of their product from preparation to customer. The Market is not responsible for any issues that arise due to negligence or improper preparation of market goods. **Please provide a copy of your insurance with this signed agreement.**

12. VENDOR REQUIREMENTS

*****Please consult separate public health guidelines for vendors due to Covid-19**

Food Handling & Packaging: The Market is for farmers and vendors using environmentally sound and sustainable farming practices. Vendors are asked to use minimal packaging and *must use recyclable and/or* environmentally responsible packaging and containers.

- Each vendor shall maintain a clean and healthful condition within his/her workplace and adhere to the safety standards of the Toronto City Food Safety guidelines.

- Leave No Trace: each vendor shall maintain a clean and healthful condition within his/her area and leave that area free of debris and waste prior to leaving each market day. Vendors caught illegally dumping will receive a fine and possible removal from the Market.
- Vendors are prohibited from using City-provided waste receptacles reserved for the public.
- A fine of \$50 will be distributed to vendors who do not correctly remove waste from their site, and fail to leave no trace.

****Due to COVID-19 restrictions no food or drink can be prepared on-site, all food and drink must be packaged for take-away.** *This may change with public health regulations.***

Any of the following practices will result in immediate termination from the Market

- Genetically modified ingredients or food stuffs
- Conventionally grown agricultural products (any product grown with excessive pesticides, herbicides, chemical fertilizers)
- Hormone or antibiotic use in livestock
- Cruelty or inhumane practices in the raising or slaughtering of livestock, including lack of sufficient access to outdoors, use of gestation crates and factory farming
- Unethical employment practices.
- Environmentally unsustainable practices that contribute towards negative human, animal, ecological, environmental and climate outcomes.

13. MARKET VIOLATIONS

As representatives of the Market, vendors must embody the guiding principles of the HPCM.

- No smoking (of any kind).
- No eating fast food or highly processed packaged food within the boundaries of the Market. Please just take a walk if any of these items are a necessity.
- Vendors must maintain themselves in a clean and hygienic manner.
- Amicable and friendly conduct reflecting the family-friendly community atmosphere of the market.
- No intoxication.
- Zero tolerance to disruptive or aggressive behavior or harassment of any kind.

Alcohol Vendors: Staff offering samples at the market must have a Smart Serve certificate on hand. No sales or sampling by anyone other than staff with “Smart Serve” certificates is allowed.

The Market has a **zero tolerance policy** for vendors that portray, commit or encourage any racist, homophobic, transphobic or intolerant language or actions and will result in the *immediate removal from the Market* at the discretion of the Market Manager.

Any other violation of the 2022 Rules & Regulations may result in temporary removal from the Market, a monetary fine or penalty at the discretion of the Market Manager.

*****Any vendor violating Covid-19 Public Health Guidelines for Farmers' Markets will be immediately removed from the market.**

By signing this document, I agree to abide by the High Park Community Market 2022 Rules & Regulations and have reviewed and agreed to abide by Covid-19 Public Safety Protocols.

Business Name

Signee Name (Representative)

Signature

Date
