



# Vendor Handbook



WILDFLOWERS.FARM

### 1) LOCATION

Wildflowers Friday Night Market is located at 42338 Fruit Ridge Line, St Thomas, ON, N5P 3S9. Conveniently located just West of Sunset Rd, and minutes from Port Stanley Village and beach.

### 2) DATES & HOURS

The market season commences on Friday, May 31st, 2024 thru to Friday, August 30th, 2024 for a total of 12 regular market weeks. We have two Market After Dark Dates. Please note that these are stand alone markets and will need a separate application made.

July 26th- 4pm-10pm Brews + Blooms Market After Dark

August 23rd - 4pm-10pm Island Vibes Market After Dark

Market hours are every Friday from 4pm-8pm from May 31-August 30, 2024 and 4-10pm for our market after darks.

### 3) SET-UP & ARRIVAL HOURS

- Arrival time for vendors is between 2:00-3:30pm. **\*\*\*CARS MAY NOT ARRIVE AND UNLOAD IN THE VENDOR AREA AFTER 3:30pm\*\*\*\*** Vendors must be set up in time to ensure that their stall is open for business promptly at 4:00pm and must remain open until 8pm for regular markets. Failure to do so will be marked accordingly. Vendors must remain at the market if all products have been sold to advertise themselves and speak with their customers.
- All vendors must be unloaded and vehicles off site no later than 3:30pm. This allows you 30 minutes until opening to continue set up. **PLEASE DO NOT SET UP WHILST UNLOADING.** This causes unnecessary blockages for those trying to arrive and leave. It is imperative that you unload all of your items, remove your vehicle, and then begin the process of setting up.

### 4) APPLICATION

Vendors should have their applications/notice in by March 1st, 2024. Applications are to be filled out on our website, [wildflowers.farm/friday-night-market](http://wildflowers.farm/friday-night-market)

Completion of the application does not guarantee or imply that your application has been approved. You will be notified via email by the Market Manager by mid-March if your vendor application has been approved.

### 5) ALLOCATION OF VENDORS

The Market Manager will be accepting applicants with the following in mind:

- The Market Management reserves the right to accept vendors to ensure we have an appropriate variety of vendors. Allowing our attendees and vendors to have the best experience possible.

### 6) VENDOR SPACE

Wildflowers Friday night Market will be entirely outdoors for the 2024 season. There will be a limited number of spaces with hydro and will be allocated on a first come first serve basis and is ultimately up to the discretion of the market manager. Each vendor will have a 10x10 area.

Without Hydro: this is the entire area in front of the barn where the entry to the market is

With Hydro: This space is allocated for vendors selling meals and or snacks that require hydro

A market map that is approved by South Western Public Health, will be provided upon completion of the approved market vendors.

### 7) VENDOR FEES

Below you'll find our 2024 vendor fees based on your chosen commitment, payment options and schedule. All fees are for an Outdoor 10ft x 10ft stall.

#### Monthly Payment Option - Bundle + Save \$\$

Save up to 20% on your vendor fee when you sign up and pay monthly. Monthly fees include market after dark registration.

Without Hydro	May/June \$200	July \$120	August \$160
Food (meal) vendor/With Hydro	May/June \$250	July \$150	August \$200

#### Daily Payment Option

Without Hydro: \$50/day	Food (meal) vendor/With Hydro: \$65/day
-------------------------	---

Regardless of which payment option you choose, all vendor payments are due at the first of the month in which you are participating.

If you are a daily vendor, and only wish to attend the market on a week to week basis, please provide all weeks you wish to attend on your application.

## 8) ATTENDANCE

It is imperative we maintain the safety of our vendors and patrons by abiding by the following rules

- a) All vendors must be unloaded and vehicles off site no later than 3:30pm. This allows you 30 minutes until opening to continue set up. PLEASE DO NOT SET UP WHILST UNLOADING. This causes unnecessary blockages for those trying to arrive and leave. It is imperative that you unload all of your items, remove your vehicle, and then begin the process of setting up
- b) All vendors must stay open and set up until market closing time at 8pm. This ensures a welcoming environment for our patrons which allows them to feel that they can shop for the duration of the advertised market opening hours.
- c) All payments are non-refundable and non-transferrable . If you are unable to attend your contracted dates, your payment is forfeited and non refundable with the exception of ample notification before the week of your scheduled attendance.

## 9) PAYMENT SCHEDULE & OPTIONS

Invoices will be emailed out monthly and due on these dates: May 20th, June 24, July 29 and approval of vendor application.

Payment must be made by etransfer or CC. Failure to pay will be deemed non-compliance with the Wildflowers Friday Night Market policy and may lead to termination of the relationship.

These fees are for stall rentals during the 2024 Wildflowers Friday Night Market season.

All vendor payments are non-refundable.

## 10) VENDOR BOOTH AND SET-UP DISPLAY

At Wildflowers Farm, we are dedicated to crafting a delightful experience that encompasses a welcoming atmosphere, health, wellness, and a strong commitment to sustainability. As stewards of the Earth, we prioritize minimal environmental impact and strive to connect people with their natural surroundings. In line with our values, we kindly request our vendors to present their booths with a minimal use of plastic. To maintain a visually appealing environment, we require tables to be covered to floor length. Additionally, we encourage vendors to showcase products packaged in sustainable and preferably reusable materials. This initiative is part of our commitment to supporting an eco-friendly environment and enhancing the overall aesthetic for our valued customers. Thank you for joining us in our mission to create a beautiful, sustainable, and harmonious experience at Wildflowers Farm.

### Tents and Tables

Outdoor vendors will be expected to supply their own marquee (tent) and tables. All tables must be covered to floor length and refrain from use of plastic table cloths. Vendors may not loan, give or sublease the stall(s) given to them.

### Signage

Vendors will post their names, farm location, and products prominently in their stall. Produce product description shall contain no misleading information.

### Product Packaging

As stated above, we encourage vendors to showcase products packaged in sustainable and preferably reusable materials and displayed in such a way that is in line with our environmentally friendly mantra.

**11) FOOD PRODUCT ELIGIBILITY**

All products being sold in the Market must comply with applicable Provincial and Federal regulations regarding labeling, measures, safety, etc. Compliance with these regulations is the responsibility of the individual vendor.

Food items include "farm products" that are grown, raised or produced on a farm and intended for use as food and include, without being restricted to, fruits and vegetables, mushrooms, meat and meat products, dairy products, flowers, honey products, maple products, fish, and grain and seed products.

- Producers shall sell at the Market only high-quality, wholesome products.
- Live animals cannot be sold at the market
- Poultry may not be sold at market, unless part of the artisanal chicken program.
- Eggs may only be sold at market if they are graded and kept in a cooler.
- \*Foraged wild mushrooms are allowed at this time, with producers adhering to attached guidelines.

In the year 2024, the Market Manager or their designate shall allocate vendor spaces that include an appropriate product mix, and will be at the discretion of the Friday Night Market Manager. Friday Night Market Management reserves the right to reassign stall locations based on the expected increase in vendors in the year 2024, to achieve the most appropriate vendor mix and vendor locations.

- Absolutely no terminal purchases will be allowed, including the Elmira Produce Auction. Market Management will visit farms and businesses of vendors when required.
- Signs that claim an unregulated method of production are not allowed; this includes: sprayfree, pesticide-free, herbicide-free, chemical-free. Regulated terms include: Biodynamic, Certified Naturally Grown, Certified Organic, Local Food Plus and MyPick.
- All vendors that sell prepared food (baking, preserves, etc.) must provide a current Safe Food Handler Certificate and prepare their items in a certified kitchen to have their application considered.
- All Vendors selling meals must prepare their foods in a certified kitchen

**Verification of Organic:** Certification is required for labelling a product "organic". A written statement and documentation of farming practice is required. Absolutely no GMO produce or products allowed.

**Compliance:** Vendors must meet and comply with all Health, Fire and Building codes.

**12) HEALTH REGULATIONS**

- All food Vendors are responsible to know and comply with all applicable Southwestern Public Health Department regulations.
- Friday Night market food vendors must continue to ensure that the food is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale in a manner that ensures the product is not a health hazard.
- Public health staff will continue to have a duty and responsibility to assess and, where needed, to prevent, reduce, or eliminate health hazards under the Health Protection and Promotion Act.
- Friday Night market food vendors must inform Public Health Units in advance when they plan to begin operating. (The Notice of Intent to Operate a Food Premises still must be filled out and submitted and will be sent in your approval email)
- It is still against the law to sell uninspected meats, unpasteurized milk, or ungraded eggs

**Prepared Food items**

All products must clearly state the vendor's name and address, ingredients and size (weight, count, volume as necessary) as set out in all applicable health regulations. Compliance with these regulations is the responsibility of the individual vendor. All ready to eat products must be prepared in a certified kitchen.

### Food Standards

Market vendors will sell only high-quality, wholesome products. If a product does not meet Market standards for quality and freshness the Market Manager reserves the right to request that the product(s) be withdrawn from the stall immediately.

Vendors must agree to bring an adequate supply of their primary product.

### 13) BEHAVIOUR

If, in the opinion of the Wildflowers Friday Night Market, a vendor is not making a positive contribution to the Market or if management receives complaints concerning attitude, gossip, general behaviour of the vendor that is detrimental to the relations between its customers, other vendors, employees, or other persons, it is at the sole discretion of the Market Manager to terminate this relationship.

Vendors agree to not practice distress pricing.

Protocols for multi-vendor, multi-stand market (for food sales only)

Market managers/organizers must ensure:

1. Their landlord/property owner approves.
2. They contact their local public health unit (PHU) and present a plan (including a diagram showing a proposed market layout and a complete list of vendors and their products) and review this protocol adapting the plan, as required by the PHU, based on their operation/location.
3. Only food be offered for sale to comply with Ontario's Essential Workplace Order.
4. The names of all vendors selling are recorded for each market day and the records are maintained.
5. Washroom(s) and/or hand washing station(s) is/are available for all shoppers/vendors to wash their hands as required.
6. Washroom(s)/hand washing station(s) are properly stocked and frequently cleaned and disinfected.

Food Vendors should respect the following measures to protect themselves and shoppers:

1. Wash hands regularly and thoroughly (minimum 20 seconds) with soap and water or use an alcohol-based hand sanitizer.
2. Clean and sanitize frequently-touched market stand surfaces regularly (with household cleaners or diluted bleach solution of 1-part bleach to 9 parts water).
3. Avoid touching eyes, nose and mouth.
4. Cover mouth and nose with bent elbow or tissue if coughing or sneezing.
5. Not attend the Market if not well.

### 14) WEATHER

The Friday Night Market Manager holds the authority to close or cancel the market early in case of severe weather, such as high winds, heavy rain, or excessive snow. It's important to note that weather conditions at Wildflowers Farm may differ significantly from other areas. Vendors are advised to be aware of the differing local weather conditions and, if needed, the market manager will communicate with them regarding potential severe weather. In the event of market early closure, all vendors must promptly dismantle their stalls for the evening due to liability concerns. Closure decisions, including early closures for safety reasons, will be made based on severe weather warnings.

These rules are applicable for the 2024 season, with the possibility of modifications. Any matters not explicitly covered by these rules will be handled at the discretion of the Wildflowers Friday Night Market Manager.