

St. Jacobs Farmers' Market

Sunday Outdoor Market

Located At Market Road Antiques

Policy Statement # 3

Outdoor Policies

(Revised February 12, 2009)

1. Hours Of Business

The Market shall be open for business during those hours and on those days from time to time established by the Manager and each permit holder shall be present and opened for business according to these times and dates. It is understood that the present Market dates are every Sunday (seasonally) from 10:00 am. to 4:00 pm.

If the vendor is not open for business by the stated times on this day or any other Market Days established by the Market manager, the manager shall not by such action be deemed to have condoned the permit holder's absence and the permit holder remains responsible for the fee pertaining to that day.

All permit holders are required to have their booth open, stocked and staffed on all Market days for the entire duration of Market "Open" hours, without exceptions. A penalty fee up to \$200.00 may be issued if a booth is not open and staffed during the prescribed times.

The permit holder must be present in their space by 9:30 a.m. on Sunday. After those times the manager shall have the right to rent his or her booth to another person during that particular day.

In case of an emergency the vendor must notify the Market Manager of his/her absence at the Market and/or request to leave the Market before the normal closing time.

To rent a space, all daily vendors must be in line no later than 9:30 am on Sunday.

2. Term and Permit

The permit holder's right to operate at the Market shall be for the periods stated on the invoice, issued at the beginning of the term. The invoice marked "paid" will constitute the permit to operate at the market.

3. Payment of Fees

Fees shall be paid in advance by post-dated cheque to cover the term stated on the invoice and shall be based upon the length of the booth's frontage.

All daily permit holders must pay in cash upon arrival for their booth rental for the day. A minimum booth rental is based on a 10' booth charge.

4. Items Permitted to be Sold

The permit holder shall sell from his/her booth(s) only those items which are approved by the Market manager. At the beginning of the season each vendor is responsible for filling out an application with their name and address as well as the products they plan to sell. Once approved any changes or additions must receive the prior written approval of the Market manager. Items not approved may not be sold at the Market and will have to be removed immediately from a vendor's booth.

5. Set-up and Booth Assignments

All seasonal permit holders must be in their booth by 9:30 am on Sunday. **Daily** permit holders **must** report to the Market office, to rent their booth space for the day. Space is rented beginning at 8:30 am on Sunday. The minimum rental is 10 ft. frontage. Any daily vendor not in line by 9:30 a.m. on Sunday may not be assigned a booth for that day. No permit holder may hold a booth for another permit holder.

Once a permit holder has rented a booth, he/she must proceed at once to set-up the booth. Vendors are required to be set up by 10:00 a.m. on Sunday.

All vendors are required to remain set-up and ready to do business until closing on each Market day. Failure to do so will result in fines up to \$200.00. Exceptions may be made due to rain, wind or emergencies at the discretion of the Market Manager.

Permit holders must stay within the boundaries of their booth, including the designated parking area. Most outdoor booth spaces have vendor parking available adjacent to the selling area. However, for non-parking booths, vendor parking will be assigned as near to the booth as possible. All daily vendors must check in at the office before pulling their vehicle into a vendor booth.

6. Adequate Stock and Staffing

The permit holder shall stock his / her stock booth amply with a supply of good quality product in an amount reasonably expected to be sufficient for the Market day and staff adequately.

7. Loading and Unloading

All permit holders who rent space under the sheltered area (overhang) must have their vehicles unloaded and moved away from the Market selling area, into a vendor parking spot by 7:00am on Saturday and 10:00am on Sunday.

8. Tarps & Canopies

Tarps and canopy structures must be firmly secured (preferably with rope, to the vendor's vehicle frame) and in place before the designated opening of the Market to ensure the safety of the customers.

Vendors are required, at the discretion of the Market Manager, to remove canopy coverings

and/or tarps from their frameworks in the event of windy conditions as an additional safety precaution

Permit holders are responsible for comprehensive liability insurance (minimum 2 million dollar coverage) for potential claims arising from their operations at the booth. All tarps and frames must be dismantled and taken home at the end of each market day.

9. Signs and Displays

The Market manager shall have the right to approve any signs, decorations or displays in the permit holders booth and to request changes or removals in them if, in the Market managers sole discretion, they are considered to be unsuitable for the Market.

10. Garbage and Clean-up

The permit holder is responsible to remove all garbage from his / her booth area and to take it to the garbage compactor located at the south east-end of the livestock buildings and feed the garbage into the compactor. Outside garbage barrels are not to be moved.

The compactor is not equipped to receive cardboard and accordingly all permit holders must take cardboard home with them at the end of the day. A service charge of \$50.00 per infraction will be assessed to any permit holder who leaves cardboard at the Market.

Permit holders are responsible to keep their booths neat and clean at all times. If, in the opinion of the Market Manager, a booth is not clean, the Manager may have it cleaned and bill the permit holder for the cost of such cleaning including a service fee. All vendors are required to do a thorough cleaning at the end of each Market day, including cleaning under refrigeration units, tables, cupboards etc. Failure to comply with this will result in the revoking of your permit. Outside vendors may not leave anything in their booths/spaces at the end of the Market day. This includes garbage, tarp frames, tables etc.

11. General Policies

In addition to the specific policies applying to outdoor permit holders contained in this Policy Statement, the outdoor permit holders shall be subject to the general policies contained in Policy Statement # 1, July 20, 2006 except those which obviously do not apply.