



# Market Operations RULES & REGULATIONS

## Greater Napanee Hometown Market 2018 Season

The Greater Napanee Hometown Market is organized and managed by the Town of Greater Napanee.

The Greater Napanee Hometown Market strives to be a welcoming and friendly place for people to gather. Our Vendors take pride in offering quality local, home grown – home made items.

We ask all Vendors to adhere to the Market Operations Rules & Regulations and to help build and grow the Market for all to enjoy.

### **RULES & REGULATIONS:**

#### **Market Management:**

The Market Supervisor is responsible for running the bi-weekly operations of the Market, obtaining the authority to enforce Market rules, regulations, and ensure all Vendors are compliant and content with the set guidelines. The Market Supervisor has the authority, with cause, to request any Vendor or other person to leave the Market operation area, and if necessary, call the police for assistance.

#### **Market Season and hours of operation:**

The Hometown Market will operate bi-weekly on Saturdays from May 12, 2018 until September 29, 2018 from 9:00AM – 2:00PM.

#### **Market setup and takedown:**

Vendors are welcome to setup anytime between 7:00am and 8:45am. We ask that all vehicles are removed from the Market Square no later than 9:00am and that Vendors respect each other's space while setting up.

Vendors should be present at least 15 minutes before opening (by 8:45am), and be completely set up by 9:00am. Late arriving Vendors should be prepared not to have their regular space, to be denied a place, to be required to set up in a location not interfering with the flow of customers, or to set up so as not to detract from market activities.

Vendors are not permitted to begin setup earlier than 7:00am or to breakdown before the Market closes at 2:00pm. If you have an extenuating circumstance, please talk to the Market Supervisor when you arrive.

The Market does not provide tables, chairs, or any display materials.

**Vendor Participation:**

We welcome anyone whose products are handmade or home grown locally by themselves, a family member or friend in the area.

**Market Draw Basket:**

Vendors will be asked to donate a prize to a draw basket (only once per season). The public will receive a ballot to enter in the draw by purchasing an item from one of the Vendors (no minimum value required). Donations for the basket and ballots will be collected throughout the season. The winner will be drawn on September 29, 2018. The winner's name and details regarding the basket will be posted on social media and in the local newspaper following September 29th.

**Market Bucks:**

During the last Market Day of each month excluding September 29 (May 26, June 23, July 21, August 18), thirty members of the public will have the opportunity to complete a survey and by doing so, receive \$5.00 in Market Moola. The Moola received is only valid upon the day they received it. Vendors are to accept the Moola as money. No change is to be given. At the end of the Market Moola days, the Market Supervisor will collect the Market Moola and reimburse Vendors cash for the Moola they collected.

**Vendor parking:**

Vendors are required to find alternate parking for the day at nearby lots. Vendor vehicles are prohibited from parking within the Market Square (north and south side). These spaces are to be left available for customer use.

**Booth Location and Size:** Vendors are required to check in with the Market Supervisor who will assign booth locations. Hometown Market Seasonal Vendors who signed up for the season are eligible for a reserved space each Market Day. If a vendor with a reserved space is not attending the next market, the Market Supervisor must be notified so the space can be occupied in an orderly manner.

Tent poles are required to touch curbside to create a unified line. Tents must be placed in a single, uniformed line not to extend further than 10ft from the curb. Vendors must keep within appointed stall guidelines, not interfering with walkways or driveways.

Casual Market Vendors will be assigned a booth location based on a first-come first-serve during setup that day.

Booth sizes will be 10'X10', whereas Vendors are required to keep all products within their stall limits.

**Community Vendor Booth:**

Community Vendor Booths will be available to charity and non-profit organizations, at no cost, for fund-raising and/or educational purposes. Plans and products for sale must be approved by the Market Supervisor.

### **Prepared Food Permit:**

Any pre-made foods must be approved by the local KFL&A Public Health Unit before they are able to be sold at the Hometown Market. For more information about obtaining approval please contact Lyndsay Tee at 613-354-3351 ext. 2017. Assistance will be provided to help make the process as quick and easy as possible.

### **Products for Sale:**

All products to be offered for sale must be approved by the Market Supervisor to ensure they are indeed **produced by the applicant** and are of high quality and compatible with the other products sold at the market. The Market Supervisor reserves the right to refuse acceptance of any applicant or product that is not in keeping with the rules, regulations or standards of the Hometown Market both prior to or during the Market.

With the goal of providing a variety of fresh, local products, Vendors are required to submit a form outlining what products they will be selling.

Vendors are not authorized to sell farm and food products at the Greater Napanee Hometown Market unless at least 75% of the product offered is grown or processed by the Vendor or under the Vendor's direction. A product not grown or processed by the Vendor must have been purchased directly from another farmer.

Peddler type Vendors who buy product at wholesale for reselling at Markets shall not sell peddled products at the Greater Napanee Hometown Market.

### **Goods Not Permitted:**

Second-hand, flea market, goods purchased for resale and consignment goods are not permitted.

### **Vendor Fee:**

**Seasonal** – A Seasonal Permit enables the Vendor to attend all 11 Market Days between May 12, 2018 and September 29, 2018 with a reserved location (10x10 space) at the Greater Napanee Hometown Market. Reserved booth location will be based on seniority and then on a first-come-first-serve basis. To be considered a Seasonal Vendor, payment of \$110.00 is required by May 4, 2018.

If you are going to be absent on a market day please notify a staff person so that your space may be filled for that day. Seasonal Vendors **MUST** be at the Market by 8:45am each Market day or the staff person on duty has the right to fill their spot with a Casual Vendor. You are welcome to call, text or email the person on duty if you are running late.

**Casual Vendor** – A Casual Vendor is one who attends the Hometown Market when available. The daily fee is \$15.00 per booth (10x10 space).

Vendors are asked to provide an email or phone call notice to the Market Supervisor if they plan on attending.

We ask that Vendors come to the Department of Community & Corporate Services located at 12 Market Square, downtown Napanee between Monday and Friday during the hours of 8:30am and 4:30pm to pay Vendor Fees. Payment can be made by cash, debit, or cheque. If you are unable to make it into the office during those hours, fees can be collected at the Market. If you are paying the day of the Market, payment must be made in cash.

**Setup materials:**

All setup materials are the sole responsibility of the Vendor.

**Vendor Tent Weights:** Due to safety reasons, as of 2017 it is mandatory that all Vendors – both Seasonal and Casual, supply their own tent weights. Weights must be securely anchored to tent poles during Market operations. If a Vendor does not have weights, the Market Supervisor has the authority to deny the Vendor from setting up the tent.

**Rain Days:**

The Hometown Market operates rain or shine. Please be prepared by bringing the required set-up materials (tents or awnings). Refunds will not be given.

**Smoking:**

No smoking is permitted on the Market site.

**Code of Conduct:** Vendors shall treat the public, other Vendors, and the Market Supervisor with courtesy and respect. Vendors are to contact the Market Supervisor if any type of dispute arises. The Market Supervisor will work with Vendor(s) at hand to resolve the issue. Any issue that requires further attention can be brought to the Department of Community and Corporate Services located at 12 Market Square. Discussion of the problems in front of customers is strongly discouraged and should be avoided at all times.

I, (Vendor name) _____
have read and agree to follow the 2018 Hometown Market Operations.
Date: _____