



# Market Operations RULES & REGULATIONS

## Greater Napanee Hometown Market 2019 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 or 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 apply.

### **RULES & REGULATIONS:**

#### **Market Management:**

The Economic Development Coordinator, or designate, is responsible for running the 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 Economic Development Coordinator, or designate 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 weekly on Saturdays from June 1<sup>st</sup>, 2019 until September 28<sup>th</sup>, 2019 from 9:00AM -2:00PM.

#### **Market Setup and Takedown:**

Vendors are expected to setup between 7:00am and 8:45am. All vehicles are to be removed from the main parking lot at Conservation Park no later than 9:00am and Vendors are to respect each other's space while setting up.

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

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 Economic Development Coordinator, or designate 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. All vendors must first contact the Economic Development Coordinator or designate to obtain a spot.

**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 28<sup>th</sup>, 2019. The winner's name and picture of the basket will be posted on social media and in the local newspaper.

**Vendor Parking:**

Vendors are required to find alternate parking for the day at nearby lots and along the street. Vendor vehicles are prohibited from parking within the main parking lot at Conservation Park. These spaces are to be left available for customer use.

**Booth Location and Size:**

Vendors are required to check in with the Economic Development Coordinator or designate who will assign booth locations. Vendors will be assigned spots on a first come, first served basis.

Tent poles are required to touch one another to create a unified line. Tents must be placed in a single, uniformed line. Vendors must keep within appointed stall guidelines, not interfering with walkways or driveways.

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 Economic Development Coordinator or designate.

**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 Annie Manion at 613-354-3351 ext. 2017. Assistance will be provided.

**Products for Sale:**

All products to be offered for sale must be approved by the Economic Development Coordinator or designate 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 Economic Development Coordinator or designate 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 and pictures 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-** Seasonal vendors are expected to attend the Market full time. A Seasonal Permit enables the Vendor to attend a minimum of 14 Market Days between June 1<sup>st</sup>, 2019 and September 28<sup>th</sup>, 2019 at the Greater Napanee Hometown Market. Vendors who are absent must notify the Economic Development Coordinator or designate by the Wednesday prior to the upcoming Market. Vendors who are absent one Market day without notification, or three Market days with notification, risk the loss of their designated space. To be considered a Seasonal Vendor, payment of \$110.00 is required by May 1<sup>st</sup>, 2019.

**Casual-** 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 Economic Development Coordinator or designate 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 material 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 Economic Development Coordinator or designate 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 Economic Development Coordinator or designate with courtesy and respect. Vendors are to contact the Economic Development Coordinator or designate if any type of dispute arises. The Economic Development Coordinator or designate 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. Vendors that fail to comply will be asked not to return to the Market.

I, (Vendor name) \_\_\_\_\_

Have read and agree to follow the 2019 Hometown Market  
Operations.

Date: \_\_\_\_\_