



# Market Operations Rules & Regulations

## Greater Napanee Hometown Market 2020 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 enjoy.

### **Market Management:**

Seasonal Municipal staff are responsible for 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. Through the Economic Development Coordinator, the seasonal market staff have 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 6, 2020 until September 26, 2020 from 9:00 a.m. until 2:00 p.m.

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

Vendors are to respect each other's space during setting up and takedown.

**Setup:** Setup is not permitted before 7:00 a.m. and must be complete by 9:00 a.m.

Vendors are required to check in with market staff each market morning to be assigned a stall location. No reserved stall locations will be allocated. Placement in line will be determined on a first-come-first-served basis each market day. Late arriving vendors will possibly be denied permission to set-up for the day.

All setup materials are the sole responsibility of the vendor.

Due to safety reasons, 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 staff have the authority to deny the vendor from setting up the tent.

All set up materials needed are the sole responsibility of the vendor. If you are having trouble accessing supplies or need some help, please contact us.

We purchased 2 courtesy wagons for the Hometown Market last year. These wagons will be available for vendor use for set up and take down.

**Takedown:** Vendors are not permitted to begin breakdown before the market closes at 2:00 p.m. If you have an extenuating circumstance, please talk to staff upon arrival.

**Vendor Vehicles:** In an effort to keep the main parking lot open for visitors, all vendor vehicles are to be removed from the main parking lot no later than 9:00 a.m. Vendors are encouraged to find alternate parking along side streets, across the bridge at Lion's Park, or at the municipal parking lot located directly across the river.

**Vendor Participation:**

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

New for 2020: A food product not grown or processed by the vendor must have been purchased directly from another farmer within Ontario.

All vendors are required to register for the Greater Napanee Hometown Market by contacting the Economic Development Coordinator before their first visit to the Market.

**Market Draw Basket:**

Vendors will be asked to donate a prize to a draw basket (only once per season). Members of 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 26, 2020. The winner's name and picture of the basket will be posted on social media.

**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 market staff each market morning to be assigned a stall location. No reserved stall locations will be allocated. Placement in line will be determined on a first-come-first-served basis each market day.

Vendor stalls are measured in 10'x10' spaces. Tents must be placed in a single, uniformed line with no large gaps between neighbouring stalls. Vendors must keep within appointed stall guidelines, not interfering with walkways or driveways.

**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 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.

**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 and seasonal market staff reserve 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 and during the Market.

New for 2020: With the goal of providing a variety of fresh, local products, vendors are required to submit a form and pictures outlining what products they wish to sell.

New for 2020: A food product not grown or processed by the vendor must have been purchased directly from another farmer within Ontario.

**Goods Not Permitted:**

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

**Vendor Fee:**

**Vendor Incentive Program: Vendors who register for a seasonal permit must pay the rate of \$250.00 upfront (no later than June 1, 2020). At the end of the season, if they have 3 or less absences, they will be reimbursed their full vendor registration fee.**

**Seasonal-** Seasonal vendors are expected to attend the Market full time. A Seasonal Permit commits the vendor to attend a minimum of 14 Market Days between June 6<sup>th</sup>, 2020 and September 26<sup>th</sup>, 2020 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. To be considered a Seasonal Vendor, payment of \$250.00 is required by June 1<sup>st</sup>, 2020.

**Casual-** A casual vendor is one who attends the Hometown Market when available. The daily fee is \$15.00 per booth (10x10 space). All new vendors must pre-register with the Economic

Development Coordinator or designate before selling at the market. Repeat 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 8:30 a.m. and 4:30 p.m. 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.

**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 staff with courtesy and respect. Vendors are to notify market staff and contact the Economic Development Coordinator or designate if any type of dispute arises. Staff 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 the public and customers is strongly discouraged and should always be avoided.

**By signing below, you verify that you have read and accept the 2020 Hometown Market Operations Rules & Regulation.**

**Name:** \_\_\_\_\_

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