



2015 Vendor Application Package

A gathering place where all citizens of Windsor and Essex County can share their goods, talents, ideas and fellowship.

CONTACT INFORMATION & SOCIAL MEDIA

General Manager: Steve Green stevegreen@ymail.com, 519-996-9157 CELL

Website: <http://downtownwindsorfarmersmarket.blogspot.ca/>

Facebook Group: Downtown Windsor Farmers' Market

Twitter: @DWFarmersMarket

Downtown Residents Association Windsor: drawindsor.ca

President – Mike Holdsworth

Market Location: Charles Clark Square, Downtown Windsor Ontario

MAILING ADDRESS FOR APPLICATION

Steve Green, General Manager

521 Lincoln Road

Windsor, Ontario

N8Y 2G6

Thank you for your continued support. We are looking forward to the seventh season of the Downtown Windsor Farmers' Market (DWFm). The Downtown Windsor Farmers Market will be held at Charles Clark Square. We're excited about the new season and looking forward to seeing you there!

Mission Statement

The Downtown Residents Association & Downtown Windsor Farmers' Market is a not-for-profit organization that connects residents of Windsor and surrounding areas to the Farmers and Food Producers of Windsor and Essex County. It provides residents with local, fresh and in-season food in an accessible setting. We aim to raise the profile of local food producers and entrepreneurs by giving them a venue in which to sell their goods while educating the public about the rich agricultural diversity that exists in Essex County. Through partnerships we work to build a stronger sense of community, restore the positive image of downtown and bring vitality back to our city.

Downtown Windsor Farmers Market - Hours of Operation

1. **Business Hours:** Saturdays from 8:00 a.m. to 1:00 p.m.
2. **Set Up time:** Every Saturday from 6:30 a.m. until 7:45 a.m.
3. **Wrap-up time:** 1:00 p.m. - 2:00 p.m.
4. **Dates:** Every Saturday from May 30th until October 10, 2015. (20 Saturdays)

2015 APPLICATION FORM

Vendor Name:

Main Contact Person:

Vendor Assistants:

Address:

City, Province, Postal Code:

Business Phone:

Home:

Cell:

Email:

IN AN EMERGENCY, PLEASE CALL: _____

Do you require HYDRO? YES NO

Do you require potable water? YES NO

OTHER REQUESTS:

Items to be Offered for Sale or Consumption or Services Provided

PLEASE LIST ALL KNOWN ITEMS YOU MAY POTENTIALLY SELL AT THE DWFM.

MANAGEMENT RESERVES THE RIGHT TO ASK VENDOR TO REMOVE ANY ITEMS FOR SALE DURING MARKET SEASON.

2015 VENDOR RATES & INFORMATION

TYPE OF VENDOR	COST	COST PER DAY	DUE DATE	AFTER DUE DATE
Pre-Paid Seasonal Vendors 20 DAYS	\$540 (20 Market Days)	\$27/Day	May 1 2015	\$600
Occasional Vendors (10 DAYS)	\$300 (10 Market Days)	\$30/Day	May 1 2015	\$350
LOCAL ARTIST SEASONAL RATE (Not Resale)	\$300 (20 Market Days)	\$15/Day	Wednesday Before Market	Late Booking Not Guaranteed
DAILY VENDORS (Week-to-Week Booking)	\$35/Day (1 Market Day)	\$35/Day	Wednesday Before Market	Late Booking Not Guaranteed
Not For Profit Information Sharing	FREE	FREE	Please Book Early	Spots Not Guaranteed

DAY OF MARKET VENDOR INFORMATION

A limited number of Vendor Parking Passes are available each Market Day.

Seasonal and Pre-Paid Vendors have Parking Pass priority.

The DWFM is not responsible for Vendors who get Parking Infractions.

City of Windsor Parking Authority begins patrolling at 9 AM.

Loading and unloading is on North and South sides of Charles Clark Square.

All Vendor equipment must leave with the Vendor unless granted permission.

Vendors are required to clean up their area and dispose of garbage.

Hydro and potable water are available at no extra cost.

Vendors who require ongoing hydro must inform General Manager.

THE FINE PRINT...Please Read!

Note: Vendor locations will be determined in negotiation with General Manager based on: Registered Full Season Vendors first, Vendor & Market Requirements, and in respect of all other Vendors. The General Manager will seek to ensure each Vendor has their Market needs met with equity to all. Vendors who do not keep their accounts in good standing will be asked not to return to the DWFM. The GM has the right to refuse any application to be at the DWFM. Vendors who consistently arrive late or do not show up will be asked not to attend the DWFM. Unfortunately, not all DWFM Vendor Applications can be approved. For various reasons, some Vendors will have limited access to Market Days. There are no refunds for bad weather or no show. There is no smoking, drinking or profanity by Vendors at booths.

DWFM Vendor Guidelines

Notice to Vendors: You must initial each box indicating acceptance and understanding, and submit with your signed application. The following Rules and Regulations for the Downtown Windsor Farmers' Market operations will be strictly enforced by the **General Manager** and **Site Facilitator**.

___ Vendors must open during posted business hours and close on time.

___ Vendors will be required to provide their own tables, complete with covering (tents), if necessary, for their site location. Vendors are responsible for their own belongings and garbage removal. DWFM does not provide equipment.

___ **Vendors are required to provide visible and attractive signage that clearly indicates business name, products for sale, prices and amounts. If produce was grown off farm, it must be labelled.**

___ All pricing must be established prior to the market, posted, and cannot be changed that day.

___ The General Manager or Site Facilitator has the right to change vendor locations within the market space to suit the needs of everyone, equally and fairly. Priority is given to Seasonal Vendors.

___ The Downtown Windsor Farmers' Market is intended to showcase "home-grown" and "hand-made" products. Specifically, the market aims to attract local agricultural growers, talented artisans and crafters, prepared food vendors, bakers, meat producers and others at the discretion of the General Manager.

___ Farmers / Producers will sell only locally grown produce and plants. If a Vendor has a question regarding their product they will proactively discuss this with the General Manager or Site Facilitator ahead of Market Day.

___ Vendors may sell, provide samples or display only permitted items as approved in their DWFM application for the current season. DWFM reserves the right to request the immediate removal of all products not approved for sale at the DWFM. Any proposed additions or changes to approved items require an additional written application, and the approval of the DWFM General Manager. ***I will not attempt to sell, at Downtown Windsor Farmers' Market, any item for which I have not received prior approval. I will not covertly sell items out of my vehicle or under my vendor table.***

___ All items grown or produced for sale at the market must be labeled with their place of origin. Vendors should also have a list of ingredients available to provide to customers with potential allergies.

___ Prepared food such as baked goods and preserves must be wrapped or covered and follow the local **Health Department** guidelines. Vendors are recommended to take **Safe Food Handling Course**.

___ Food samples must be covered and have toothpicks in them or be served by the vendor.

___ Municipal business licenses for all vendors will be paid for by the Farmers' Market Committee (when required or needed).

___ Liability coverage for vendors will be provided by the Farmers' Market Committee through its participation in Farmers' Markets Ontario.

___ Vendors have the sole responsibility for maintaining their booth, including providing a garbage container, removing it at the end of the day and/or taking compost home. Garbage containers on the site are for the use of customers only. Cardboard must be broken down and taken away from site.

___ All vendors who require electricity must notify the vendor coordinators prior to the day it is needed. Weather can affect the provision of electricity.

___ Market days will take place regardless of weather conditions. Please be prepared for inclement weather. Vendors who do not show because of weather will not be refunded.

___ Vendors may not loan, give or sublease the stall(s) assigned to them without the approval of the General Manager or Site Facilitator.

___ Vendors will be chosen to create a good market mix (selection of product). The General Manager has final decision on all Vendor Applications. There is no appeal process.

___ Repeat Vendors in good standing with the DWFM will get first right of refusal for stall allocation, otherwise it is first come, first served. Vendors assigned locations will be expected to keep their location.

___ Children of Vendors must be supervised at all times and are not to run freely through the Market area for the duration of Market times. Pets are prohibited.

___ **Vendors should be neat and clean in appearance, and must conduct themselves in a professional manner at all times. Any complaints received concerning unprofessional conduct, including the use of profane language, smoking, cleanliness of the vendor or vendor's product, etc., may be considered grounds for dismissal from the market. No warnings are required nor are refunds given. The General Manager will make this decision.**

___The Site Manager shall issue warnings or other appropriate discipline measures to Vendors if necessary.

___The DWFM is a community initiative meant to provide a positive experience for all. Vendors who are unhappy with the DWFM experience are encouraged to speak with the General Manager or the Site Facilitator if there are problems that arise.

___*By initialing these boxes and signing this document, you commit to speaking with the Management of the Market should concerns arise about the above code of conduct.*

___All efforts to find an equitable solution will be made. **Violence, threats, profanity, substance abuse, or offensive behavior is not tolerated at the Downtown Windsor Farmers Market: among Vendors, Public, Entertainers, Adult or Children.**

VENDORS WHO REPEATEDLY VIOLATE THIS CODE OF MARKET CONDUCT WILL BE ASKED NOT TO RETURN. WHILE WE VALUE YOUR PRESENCE, WE WILL UPHOLD THIS VOLUNTARY CODE OF CONDUCT AMONG MARKET VENDORS.

THERE IS NO EXCUSE FOR VIOLENCE, PROFANITY, PREJUDICE, OR DISHONESTY AT THE DWFM.

Vendor Signature: _____

Date: _____, 2015

FOR GENERAL MANAGER

Does this Vendor offer product locally grown/made? YES NO

Does this Vendor offer a product with local ingredients? YES NO

Does this Vendor source local material for what they are selling? YES NO

When asked “Why only local”, we can say...

“Why Locally Produced? We’re In This Together!”

A Friendly and Fresh Connection

Supporting local farm production puts a “face” behind the foods we consume and keeps us connected to the seasons, as well as the unique flavor and diversity of local crops.

Local Means Green

Buying produce from local growers reduces the environmental impact and costs of transporting product.

Preserving Character

Small local farms are a valuable component of a community’s character, helping maintain agricultural heritage, preserve land use diversity and moderate development.

Crop Diversity and Quality

Many farmers producing for local markets choose to diversify, growing a variety of crops instead of just one. This is a boon for biodiversity and your palate, since local crops are harvested at their peak of freshness and flavor.

Local Means Green - Again

Minimizing handling and transportation costs gives farmers maximum return on their investment. And most of the money spent on local production stays in the community, “greening up” the local economy.

Local Artists GUIDELINES

Hey Artists, Designers and Creative Souls!

If you are looking for a great opportunity to launch your artistry, we can offer you a very economical way to do it: one that includes a network of other local vendors, artists, no long leases and no commission taken. With a mixture of painters, woodwork, creative souls and farmers and foodies, we have an atmosphere that has something for everyone and every age!

Our main goal is to make supporting local artistic entrepreneurs something you can do at the DWFM! It is our expectation that you are the creator of your Art and that you are not reselling someone else’s creation.

Please respect this guideline!