

	<h2>2023 Ridgeway Farmers Market</h2> <h3>Vendor Application Form</h3> <p><b>Saturdays: 8:00am – 1:00pm</b>  <b>May 13, 2023 – Oct. 7, 2023</b></p>
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Thank you for expressing interest in the Ridgeway Farmers Market for the 2023 Season. Please fill out the following application and send it to [Ridgewaymarket@outlook.com](mailto:Ridgewaymarket@outlook.com). Payment and applications can also be mailed to Ridgeway BIA, Farmers Market, PO Box 766, Ridgeway, Ontario L0S 1N0. Payment is due prior to the start of the market. Contact RIBA Events Committee Chair Karin DiBiase at 289-931-4309 for further information.

**Application and Payment Deadline is April 29, 2023 for Vendors to start May 13th.**  
 As we will be expanding our market we may continue to accept applications for annual vendors beyond opening day, as space permits.

## SECTION A: VENDOR INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

Name of Business:	
Name of Business Contact:	
Address of Business:	
City/Town:	
Postal Code:	
Phone Number:	
Email Address:	
Name of primary person onsite & Phone Number:	

**A2.VENDOR CATEGORY:**

Please check which category your business best fits under, and continue to the specified section. Note, if your business provides products in multiple categories, please fill out ALL related sections.

	<u>Full Season Farm Vendor</u> Producers of farm products (fruit, vegetables, meat, poultry, dairy, fish, grains/ seeds, honey, maple products and plants/flowers), who are selling or offering for sale their own products. <b>A minimum of 65% of the products sold must be home grown.</b> <i>If you select this option, please fill out Section B.</i>
	<u>Prepared Food</u> Food products prepared by the Vendor for sale and consumption at the Market. <i>If you select this option, please fill out Section C.</i>
	<u>Food Reseller</u> Non-producers of consumable food products who sell or offer for sale products purchased from a third party. <i>If you select this option, please fill out Section C.</i>
	<u>Arts and Crafts</u> Handmade goods must be produced or created by the Vendor from raw or basic materials. NO articles may be commercially fabricated or produced in any way. <i>If you select this option, please fill out Section E.</i>
	<u>Winery, Distilleries and Breweries</u> Produces alcoholic products grown in the Niagara region for sale at the Market. <i>If you select this option, please fill out Section D.</i>
	<b><u>Day Vendor or Not-For-Profit:</u></b> <b>If you are a small business, or a not-for-profit, please email</b> <b><a href="mailto:Ridgewaymarket@outlook.com">Ridgewaymarket@outlook.com</a> for the Day Vendor Application and more</b> <b>information.</b>

**A3: PRODUCT INFORMATION:**

Please fill out the following with the goods and services that you will be offering at the Market. Know that vendors may be asked to remove items from their sales table if they are not specified beforehand.

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## SECTION B: FULL SEASON FARM VENDORS

### B1: FARM INFORMATION

Farm Name:	
Farm Number:	
Organic:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certification Number:	

### B2: EQUIPMENT ON SITE:

Please list all equipment to be used during operation at the Licensed Space. All equipment must be CSA approved and ESA compliant.

1.
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## SECTION C: FOOD VENDORS

### C1: EXTERNAL FORMS:

All food vendors are expected to fill out and submit the following external forms. Confirmation must be provided with this application.

Note the general guidelines to be followed during the market: <a href="https://www.niagararegion.ca/living/health_wellness/inspection/farmers-market-vendor-guidelines.aspx">https://www.niagararegion.ca/living/health_wellness/inspection/farmers-market-vendor-guidelines.aspx</a>	
If selling canned goods, please provide confirmation that they have been canned in a certified kitchen by the Niagara Region.	
If your certification comes from a body other than the Niagara Regional Health Board, check here and attach proof of certification.	

### C2: EQUIPMENT ON SITE:

Please list all equipment to be used during operation at the Licensed Space. Know that all equipment must be CSA approved and ESA compliant. \*Note that any tent that will have cooking apparatus inside **must** be treated to be fire retardant.

1.
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## SECTION D: VQA WINERY, DISTILLERY AND BREWERY VENDORS

### D1: VQA WINERY INFORMATION

Winery or Distillery Name:	
Retail Outlet:	
Business Number:	

### D2: EQUIPMENT ON SITE:

Please list all equipment to be used during operation at the Licensed Space. All equipment must be CSA approved and ESA compliant.

1.
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### D4: AGCO REGULATIONS:

The vendor must follow both the rules of the Market and those issued by the AGCO (Alcohol and Gaming Commission of Ontario) governing the sale of VQA Wine, Spirit or Beer at Ontario Farmer's Markets. More information can be found at <https://www.agco.ca/bulletin/2016/info-bulletin-no40-changes-regarding-wine-and-cider-sales-farmers-markets>

The Vendor must include the \$2M Insurance Certificate as required by AGCO and FMO.

Insurance Certificate Included with the Application?	Yes	No
Business is registered with AGCO?	Yes	No

\*Please read and sign the Terms of Agreement found in Section G.

## SECTION E: ART BY THE MARKET

Please note that to maintain our status of “Farmers Market” the number of “Art by the Market” vendors that are accepted will be limited. The limit will vary depending on the number of Farmers who have applied. Day vendor options are also available.

### E1: ARTISAN CATEGORY

Please choose the category that best describes your products.

	Homemade clothing and cloth goods
	Handcrafted Jewelry etc.
	Woodwork/Craft
	Soaps, candles etc.
	Paintings/ Photography
	Other (Please Specify):

\*Please read and sign the Terms of Agreement found in Section G.

### **PRICE CHART FOR ALL VENDORS**

Please check which option you have chosen for stall size.

	Single Stall (10x10 ft. space– tent not provided, no vehicle)	\$300.00
	Double Stall (10x20 ft. space– tent not provided, no vehicle)	\$600.00
	Hydro Needed (extension cords and power bars not provided)	\$75.00
	Small of medium vehicle needed on site	\$35.00
	Double vehicle or trailer needed on site	\$70.00

## SECTION G: TERMS AND CONDITIONS

This agreement is between the Ridgeway Farmers' Market and the Vendor. This agreement must be signed by all Vendors before they can be considered for 2023 Market Season. In addition, all Vendors at the Ridgeway Farmers' Market are subject to the terms and conditions as required by the Town of Fort Erie.

***Failure to comply with any of these terms may result in the Vendor losing their spot at the Market for the remainder of the season without a refund.***

### G1: REGULATIONS

All Vendors must comply with Municipal, Provincial and Federal regulations regarding labeling, measures, health and safety, etc. for all products offered for sale at the Market. Compliance for Municipal, Provincial and Federal regulations is the responsibility of the individual Vendor and not the Ridgeway Farmers' Market.

For a full list of guidelines that every vendor must comply with, see

[https://www.niagararegion.ca/living/health\\_wellness/inspection/farmers-market-vendor-guidelines.aspx](https://www.niagararegion.ca/living/health_wellness/inspection/farmers-market-vendor-guidelines.aspx)

**AGCO:** Vendors selling Wine or other alcohol must follow both the rules of the Market and those issued by the AGCO (Alcohol & Gaming Commission of Ontario) governing the sale of VQA Wine or other alcohols at Ontario Farmers Markets.

**Health and Safety:** Every person handling food products must maintain a high standard of personal hygiene and cleanliness. All Vendors and staff must practice these standards to prevent the transfer of pathogens. All food stuffs offered for sale must be protected from contamination. Vendors must be in compliance with all Health and Safety regulations. If proper health and safety standards are not met, Vendors will not be permitted to continue to sell at the Farmers' Market and no booth refunds will be granted.

**Fire Safety:** Vendors are all expected to follow all Town of Fort Erie Fire Services safety requirements as expected at all community events. When dealing with flammables, cooking under a tent, vendors are required to proper training on use of fuels such as propane handling, and have fire extinguishers on hand.

**Smoking and Vaping:** Smoking on all Municipal and Regional properties is restricted under Niagara Regional By-Law 112-2013. Therefore, there is no smoking or vaping on any Municipal or Regional property, including the area that the Ridgeway Farmers Market operates on. Designated smoking areas can be found **off** of the Market grounds. This applies to both customers and vendors.

**Etiquette:** All Vendors are expected to treat both the customers and other Vendors with respect and professionalism. Breaches of this etiquette will be treated with verbal warnings with the possibility of further action.

### G2: BOOTHS AND SET UP

**Booth Space:** Vendors are to provide their own tables, tents and display the name of their company, origin of their products. Vendors will keep all products and signage within their 10x10 space and maintain a clean booth. Garbage must be bagged and removed by the Vendor when they leave. Garbage bins on site are for customers only.

**Parking and use of Vehicles:** There is no on-site parking allowed on Market grounds unless applied for and pre-approved by the Market Supervisor. Park on side streets, behind Trailside Restaurant and on other designated areas. No vehicles are to be driven on the Market Grounds between the times of 7:45am – 1:00pm. Vendors moving their vehicles without cause during these times may result in the forfeit of their space.

**Set-Up and Market Hours:** Vendors must arrive at the Market in time to unload, set up and park BEFORE the Market opening (8:00am). Set up may begin as early as 6:00am. After unloading, all Vendors are expected to remove their vehicles from the Market grounds by 7:45am (with the exception of those with prior consent from the Market Manager). Vendors must keep their booths open for the ENTIRE Market hours. Vendors may begin tearing down booths no earlier than 12:45pm. Special cases may be discussed with the Market Supervisor.

**Payment:** Payment for the Vendor space is **due by April 29th, 2023**. Failure to provide payment by this date will result in the vendor immediately forfeiting their spot for the remainder of the year. The Ridgeway Farmers Market does not issue refunds for any reason.

### G3: ABSENCE POLICY

Vendors must notify the Market Supervisor of any absences throughout the season a minimum of 48 hours before the market set up. Repeated absences will result in a Vendor losing their spot.

### G4: CANCELLATION POLICY

The Market will be open rain or shine however the Market may be cancelled by the Market Supervisor for reasons of Extreme Weather or City Interference. If the Market is cancelled, Vendors will be called using the number labeled as their primary contact. This call will be made as soon as possible. **(If you would like to be a part of a phone tree, helping to warn vendors of a cancellation, please check this box: ☐ )**

The decision to cancel the market is made solely by the Market Manager and once cancelled, the market will **not** resume for that day, despite any change in weather that may occur.

### G5: CONFLICT RESOLUTION

If an issue arises during the market, the Vendor is asked to bring it to the attention of the Market Supervisor on duty if a Vendor feels that their concern has not been addressed by the Market Supervisor they may contact The Events Committee Chair by phone or email for a resolution.

\*Note that improper use of other channels, such as social media, may result in the Vendor being removed from the market proceedings for the remainder of the season.

### G6: WAITLIST

The Ridgeway Farmers' Market is expanding in 2023 with a priority given to Farmers and Growers. If space is not available, interested applicants will be placed on a waiting list. Those on the list may be contacted for a single day should a spot come available. Vendors will not be contacted until such time there is space for them.

### G7: MARKET MANAGER AND VOLUNTEERS

The day to day operations of the RBIA will be managed by the Market Supervisor or designate. Due to changing circumstances each week, the Market Supervisor has the right to change the location of Vendor's booths based on Market needs as the season progresses. Some movements may not be mentioned before the day of the market, and so it is expected that each individual vendor will pay attention to the road markings each week and adjust as necessary.

Volunteers of the Ridgeway Farmers Market are to be treated as representatives of the Market Supervisor.

### G8: SIGNATURE

Failure to follow the rules and regulations as laid out by this document may result in the Vendor being removed from the Market, and the spot being given to someone else. There will be no refund issued in this event. Emergencies may be handled on a case to case basis.

Please review all of the above, and ensure that all employees/volunteers working the Market are familiar with these terms.

I have read, understand and agree to abide by the Terms of Agreement for the Ridgeway Farmers' Market:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Business Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## SECTION H: PAYMENT

NOTE: DO NOT SEND PAYMENT BEFORE RECEIVING CONFIRMATION OF ACCEPTANCE TO THE FARMERS MARKET.

### H1: METHODS OF PAYMENT

- a. For cheque and money order options, ensure that the payee is written as “Ridgeway BIA” as all other descriptions; including “Farmers Market” will not be accepted by our bank.

Please send your payment to:

Ridgeway Business Improvement Area  
PO Box 766  
Ridgeway ON  
L0S 1N0

- b. The Ridgeway Farmers Market no longer accepts e-transfers.
- c. Payments of cash must be handed to the Market Supervisor directly. Contact 289-931-4309 for drop off details. A receipt will be issued for your payment immediately.

### H2: DEADLINE

**Payments must be received by April 29th, 2023.** If payment is not received by this deadline, the space will be forfeited immediately and given to someone else. Day vendors are an exception.

### H3: REFUND

**The Ridgeway Farmer’s Market DOES NOT issue refunds for any reason.** Please read all notices carefully.

### H4: PAYMENT AMOUNT – *To be filled out by the Market Office.*

Method of Payment:	
Date Paid:	
Receipt Number:	



