



Dundas Farmers' Market

Rules and Regulations

Updated: March 01, 2023

Mission

The Dundas Farmers' Market will sell and promote locally produced food and food products for the benefit of the Dundas community, local farmers and businesses.

Vision

The Dundas Farmers' Market will be a vibrant and economically sustainable farmers' market offering fresh, locally grown and produced food in a manner that supports and increases traffic for downtown businesses. The Dundas Farmers' Market will be an important cultural and ecological addition to Dundas and a place for local citizens to purchase locally produced products and learn about food, food preparation and farming.

1. Name

The official name of the market will be the Dundas Farmers' Market (hereafter called DFM)

2. Purpose

The purpose of this document is to outline the Rules & Regulations of the Dundas Farmers' Market Ltd. To be followed by the Market Vendors and the Dundas Farmers' Market Management Group (DFMMG). The DFMMG shall deal with any issues not covered in this document.

3. Dundas Farmers' Market Ltd.

The governing body of the DFM shall be Dundas Farmers' Market Ltd. Dundas Farmers' Market Ltd. shall have sole legal and fiduciary responsibility of the Dundas Farmers' Market. Dundas Farmers' Market Ltd. is a Not For Profit Corporation.

4. Key objectives of the market

- a. To create a place where local farmers can sell their produce and food products at prices which reflect the costs of production and a fair return for their efforts.
- b. To create a place where residents of, and visitors to, Dundas can purchase fresh, locally grown and produced foods.
- c. To create a place where the community gathers to socialize and have fun.
- d. To create a place that restores the link between farmers and consumers. Farmers can learn what products the local consumers' desire, and consumers can learn more about the seasonality of food production in our region.
- e. To enhance local economic viability by creating a vibrant Farmers' Market that helps to make downtown Dundas a place to shop and visit.

5. Market location, season, dates and hours

The location of the Dundas Farmers' Market will be Municipal Parking Lot7D, located at Hatt Street and Miller's lane. The DFM will operate on Thursday afternoon and evening from 2pm to 6pm beginning in June and ending in October. During the month of October the Market may close at dusk with the discretion of the market manager.

1 | Dundas Farmers' Market – Rules and Regulations – Updated March 1, 2023

6. Application Process

Participation in the DFM is by invitation of the DFM Management Group. The DFM Management Group will refer to the Official Selection Criteria when determining participation in the DFM.

The DFM is producer-based, therefore, only applicants selling goods which they, themselves, have produced will be considered. Absolutely no resellers or peddlers will be allowed in the Market. However, a producer may sell additional produce grown by another farmer, if pre-approved by the DFMMG. (refer to Item 7 – Grower Priority Rule).

The following are the selection criteria that will be taken into account when the DFMMG must choose between several vendors selling similar goods.

Priority will be given to:

- Vendors closest to Dundas
- Vendors using natural practices and/or ingredients
- Market composition – discretion of the DFMMG to ensure the market has a good mix of vendors

7. Grower Priority Rule

Primary producers are permitted to resell food produce from other local farms as long as:

- a. resold products take up no more than 20% of their table space**
- b. that same product is not being sold on that market day by another vendor who grew the product themselves**
- c. the product was produced within 160 km of Dundas**
- d. was pre-approved by the DFMMG**

8. Application Criteria

All vendors must have an application form on file with the DFM to be considered for space rental. Vendors are to provide their own tables and shelter. Preference will be given to current long term vendors, provided they are held in good standing.

9. Fees

The fees are for one 10' stall at the DFM. Payment must be received with application, by cheque, money order or interac e-transfer only.

10. Stall allocation

The DFM Management Group shall allocate vendor space as follows:

- a. Space allocations will be at the discretion of the DFMMG, through the Market Manager, and may vary throughout the season.
- b. The final stall allocation will include an appropriate product mix and will be at the discretion of the DFMMG.
- c. The maximum number of stalls that a vendor is permitted to apply for is set at three, subject to approval and availability.

11. Vendor Categories

Primary Producers – Those who grow or raise their own products within 160 km of Dundas.

Secondary Producers – Those who produce foods themselves such as artisanal bakers and makers of preserves and cheeses. Their products must be made with locally produced ingredients; if these are unavailable a maximum of 50% (by weight) of the ingredients (not including water) in their products may be sourced from outside of Ontario. They may not have a commercial storefront outside of the Downtown Dundas BIA.

Downtown Dundas B.I.A – Those members of the Downtown Dundas BIA who operate a retail storefront within the Dundas BIA limits if they fulfill all of the secondary producer criteria above.

Handcrafts – The DFM is a food-based market. Handcrafts are permitted at the market if produced and sold by the primary producer, i.e. a goat farmer that sells goat milk soap and goat hair products. Farm handcrafts must accompany food as on their approved application.

Invited Vendors – Invited vendors who, at the discretion of the DFFMG, are deemed to provide a service or product(s) essential to the sustainability of the market.

12. Farm Verification

If the DFMMG and/or market manager deem it necessary and with permission of the farmer they may visit the farm to verify their claims of locally and/or naturally grown. Denial of a farm verification visit may mean you may no longer be able to sell at the market. Claims of “certified organic” must be backed by documentation from an accredited organic certifier.

13. Compliance

Vendors must fully comply with the Rules and Regulations as set out in this document. Failure to do so may be grounds for termination of the Vendor Agreement and membership. Non-compliance will result in the issuance of a warning letter. In the case of two subsequent letters, stall privileges may be withdrawn.

14. Doing Other Business at the Market

It detracts from the market when vendors are doing wholesale or commercial pick ups or deliveries during market hours. This makes our market shoppers feel they could go elsewhere to purchase your goods rather than buy them at the market. Any non-market business must be done before 1pm or after 6pm.

15. Punctuality - Market Hours

Vendors may enter the DFM site at 12 noon and no later than 1:30 pm on market day to start setting up. Vendors who arrive after 1:30pm will not be allowed to park or unload at their site. No vehicles may enter the market site after 1:30 pm. Vendors shall be open for business by 2pm. Vendors must keep their stalls open for the entire Market Day, and not begin to tear down before 6pm. Vendors must have their vehicles packed and their stall areas swept clean by 7pm.

16. Absences

Vendors shall make every effort to notify the Market Management as soon as possible if they are not going to be in attendance that week. No refunds will be given for missed weeks.

3 | Dundas Farmers' Market – Rules and Regulations – Updated March 1, 2023

17. Opening Bell

No sales are permitted before the manager rings the opening bell at 2pm. It is unsafe for customers to be inside the market area while vendor vehicles are backing in, tables are being set up and tents are not secured, this also negates our insurance policy. Early set up encourages “early bird” shoppers who interrupt vendors who are trying to set up, further delaying the market opening. In the event that all vendors are completely set up before 2pm the market manager will ring the opening bell early. Our goal is to reduce conflict between vendors and shoppers on this issue. If you are consistently ready ahead of the bell please bring a sheet or cover to put over your products to gently give shoppers the signal that we're not open yet. The market manager will do their best to keep early shoppers outside of the market area but if you are approached please kindly explain these reasons to them.

18. Products

Vendors must do their best to bring enough product to last for the entire day. Exceptions may be made for reasons of product supply beyond control of the vendor, e.g. produce in season.

19. Displays

Vendor appointed space must be tented unless otherwise requested in writing and approved by the DFMMG. Vendors are responsible for providing all display materials (displays, chairs etc.) and setting up and tearing down any displays. Displays must not extend more than three feet from the tented area (with back legs of tent in line with sidewalk/yellow line of parking space). Vendors must keep within appointed stall guidelines, not interfering with walkways or driveways etc. Every vendor participating in the market must have their name/business/contact information prominently displayed.

20. Tent Anchors

Shelters, umbrellas etc. must be properly fastened together. Suitable weights on each tent leg will be installed immediately upon set-up. Using ropes attached to vehicles is unacceptable. Any ropes, poles, etc., used in the shelter construction must not interfere with customer traffic.

21. Parking

The DFM does not guarantee parking in close proximity to each vendor's market stall. The Market Manager will endeavor to provide one parking space within Municipal Lot 7D if space permits. If space does not permit, vendors may be required to park their vehicles elsewhere within surrounding municipal lots. No other vendor vehicles will be permitted on the DFM site/Municipal Parking Lot 7D during market hours. As per the City of Hamilton, parking on grass areas surrounding Municipal Lot 7D is prohibited.

22. Volunteers

There are some volunteer opportunities at the Dundas Farmers' Market. If you or someone you know is interested please approach the market manager for an application form.

23. Signage - as per Provincial Regulations

Every vendor must display a sign with their Farm/Business Name & Full Address.

All items offered for sale must have an individual sign with the following information:

Name of Item - Price of Item - Unit Amount - Province Of Origin

Failure to display this information at your stand can cause you to be ticketed and fined by the Provincial regulators who stop by the market periodically to enforce these rules.

24. Pricing

4 | Dundas Farmers' Market – Rules and Regulations – Updated March 1, 2023

All vendors must display prices prominently and clearly. Vendors must not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices. Each vendor will be responsible for his or her own sales tax collection, where applicable.

25. Farm Products Grades and Sales Act

Produce should be sold by units or containers. If your product is sold by weight, the scale has to be government inspected, with a valid sticker displayed. All produce should be correctly labeled and priced.

26. Permits

Vendors are responsible for obtaining all necessary licenses, permits, inspections and certificates for the sale of their products. All products being sold in the Market will comply with applicable Federal, Provincial and Municipal regulations regarding labeling, measuring, safety, etc. Compliance with these regulations is the responsibility of the individual vendor. Live animals cannot be sold or given away at the Market.

27. Refuse

Booth/stalls/tables must be kept free from refuse during the Market days, and vendors are responsible for ensuring their stalls are left clean and swept at the end of the day. Vendors are responsible for taking any refuse with them at the end of the day. Any garbage/recycling bins provided by the market are exclusively provided for the benefit of market customers.

28. Smoking & Vaping Prohibited

Vendors and their representatives are kindly requested to refrain from smoking and/or vaping on the market premises. If you must smoke please leave the market area.

29. Subletting

Under no circumstances will the DFM permit the subletting of stall space without explicit written consent of the DFMMG.

30. Insurance

Insurance coverage is the responsibility of the individual vendor. DFM bears no responsibility for any vendor's property at the market. Vendors must provide a Certificate of Insurance naming Dundas Farmers' Market as Additional Insured, for no less than \$2 Million liability insurance. DFM address for insurers is P.O. Box 65603, Dundas, ON L9H 6Y6

31. Incidents/accidents

All market vendors must report any incidents or accidents at the market to the Management on the day the incident occurred.

32. Amendments to this document

This document may be amended at any time at the discretion of the DFMMG.

33. Vendor Feedback

The DFMMG strongly values input from its vendors. Vendors are encouraged to send general concerns or feedback in writing at any time to the Market Manager by email or post. Feedback/concerns received in writing will formally be brought to the attention to the DFMMG for discussion.

