



EVANTUREL AND DISTRICT HARVEST TO HOME MARKET

The *Evanturel & District Harvest to Home Market*, (EDHHM), is a not for profit organization.

- The word 'Market' or 'EDHHM' shall be understood to represent the “*Evanturel & District Harvest to Home Market*”.
- The word 'Vendor' shall be understood to represent any approved Market member who is selling a product or service and has rented a vendor space at the Harvest to Home Market.
- All Vendors are subject to the following rules and regulations as determined by the Evanturel Community Activities & Events Committee (CEAC).

The Market reserves the right to limit the number of Vendors at each Market selling similar types of product and further, reserves the right to restrict vendor participation to encourage primary producer participation. A primary producer bakes, grows or harvests raw materials for direct sale or manufacture into secondary products.

VENDOR REGULATIONS AND RESPONSIBILITIES

1. All persons selling at the market **MUST** complete a 2018 registration form with payment three days prior to Market **Vendors who book a vendor space for all five (5) Market dates will pay a reduced rate of \$60.00/2018 season.**
2. No Vendor shall have the right to sub-lease, sell or transfer the market space.
3. Market applications will NOT be accepted on the day of the market.
4. It is each Vendor's responsibility to be aware of and follow any and all regulations enforced by the **Timiskaming Health Unit** directly pertaining to their business. Vendors may be required to provide such proof to the EDHHM. (*This would typically be required for processed food products, meat, dairy, eggs, and/ or whomever prepares or handles food, etc.*)
5. All Vendors shall adhere to the opening (8:30 a.m.) and closing (12:00 p.m.) times of the Market and should attempt to bring an appropriate amount of product. Vendors should remain even if they have run out of product, to maintain a positive market image.
6. All Vendors are to set up, take down and clean their individual table space and vacate the space to the original condition by 2:00 pm of market day.

7. Each Vendor must display their name and business name. *Note that food vendors are required to display their address also.
8. Product prices must be clearly displayed in the form of a price list or individually priced items.
9. All Vendors must stay in attendance during the Market's operational hours (8:30 a.m.- 12:00 p.m.). Packing up is not permitted until after 12:00 pm. If "Sold Out", vendors are required to display a "Sold Out" sign.
10. Vendors must provide market sales figures to the EDHHM Committee member on event day or as soon as possible, which will be collected anonymously.
11. All Vendor tables must be neat, tidy, and safe for attendees to the Market.
12. Vendors may occupy only their allotted space and must not block walkways, common areas or infringe on other vendors' market space.
13. Vendors may not misrepresent their products.
14. Only Certified Organic growers may use the word "organic" when promoting their products in their signage, labels or verbal communication. Those who are "transitional organic" with a Certifying body may indicate so in their signage, labels or verbal communication. Certification must be visibly displayed.
15. Products cultivated from areas outside of the local designated area (see below) of Ontario can only be offered for sale when a locally grown supply is not available AND only if special permission is given by the Committee. **The product must clearly be labeled with the area of origin.** Produce from outside Ontario **cannot** be offered for sale. EDHHM designates that our local area is North to Matheson, South to Temagami, East to the Quebec Border and West to Elk Lake/Matachewan.
16. Vendors shall conduct their business in an orderly and professional manner. **Any concerns should be brought to the attention of the CEAC.** *Shouting or any objectionable means of soliciting trade shall not be tolerated.*
 - a. **Conflict and Concern Resolution:** The first point for any conflict that arises between a Vendor(s) and the Market, or between a Vendor and the public, or between Vendors (providing the issue relates to the Market) is with the on-site Market Coordinator. ***Decisions by the Coordinator are final on Market day.*** If the issue is not satisfactorily resolved, the Vendor or the Coordinator can present the issue in written form to the Committee at a later date for review. The complainant can reasonably expect a written reply within fourteen (14) days.
17. Failure to comply with the Guidelines where they impact the Market negatively may result in exclusion from the market.

18. Smoking is prohibited within the Market site.

VENDOR GUIDELINES

- Vendors are asked to unload/load their vehicles as quickly as possible and to move them to the side promptly for other Vendor vehicles and customers.
- Vendors are asked to refrain from selling to customers prior to commencement of Market opening at 8:30 am. This will be signaled by the ringing of the Market bell. A Market sign will be posted to that effect.
- A Vendor may choose to share a space with another Vendor or a Vendor may sell products produced by another community member provided these items meet Market regulations.
- Vendors may book more than one Vendor space, to a maximum of two (2) (10'x10') Vendor spaces per Market day; rates will be \$15.00/(10'x10') space.
- The Market does not restrict the “gifting” of products to consumers as a means of promotion.
- Vendors may sell grown shrubs, flowers, grains, fruits, vegetables, maple syrup, honey, baked goods, jams, jellies, pickles, preserves, herbs, arts & crafts *and any other products at the Market's discretion.*

EDHHM ORGANISER RESPONSIBILITIES

The EDHHM will hold five (5) Markets: July 7, August 4 and 16, September 1 and October 6 from 8:30 am to 12:00 pm.

The EDHH Market reserves the right to approve all new and returning Vendors prior to their first Market day, based on their application, which must be submitted no later than **three (3) days before Market date.**

The EDHHM committee is charged with the responsibility of enforcing all of the Market's rules and regulations, advertising, collecting fees, and governing Vendor participation and adherence to the rules and regulations.

Written complaints registered from the public about a specific Vendor's product or conduct will require the Market Organizer and/or the Committee to address that complaint to the specific vendor within fourteen (14) business days.

The Committee will discipline Vendors who do not comply with the rules and regulations as follows:

- a. Provide the Vendor with a verbal warning for the first offence.
- b. Issue a written warning, for the second offense.
- c. If the Committee feels that a Vendor has not made an effort to improve compliance or to address a public complaint, the vendor shall be evicted. Prepaid Vendor space fees will not be refunded.

The Committee shall have the authority to authorize who may be a Vendor and what products may be sold. The Committee reserves the right to evict any Vendor at any time, who, in the opinion of the majority of the Committee, has willfully violated the rules & regulations governing the Market.

The Evanturel & District Harvest to Home Market advertising will be arranged and executed by the EDHMM Committee. Vendor feedback is always welcome. Promotional and seasonal events are to be arranged and advertised by the Market.

Buskers/entertainers will be scheduled by the EDHMM Committee.

INSURANCE, PERMITS & LICENSES

1. All Vendors shall be responsible for obtaining and retaining all necessary governmental and /or other regulatory permits, licenses or approvals as may be necessary for the operation of their business. These permits must be made available to EDHMM, upon request.
2. The Market shall carry public liability insurance. *NOTE: This does not cover individual vendor liabilities. It serves only to protect the Evanturel & District Harvest to Home Market and its Committee Members from liabilities resulting from the use of the Market by the public and/or claims as a result of injury caused by an individual Vendor operating in the Market.

NOTE: *For the general benefit and welfare of the EDHMM and the Vendors and Tenants therein, the Board may amend this policy of Rules and Regulations at any time, and such amended policy shall be binding on the Vendors and Tenants. By signing on the Vendor application form, all persons selling at the Market agree to abide by the above Rules and Regulations.*