



## STRATFORD AND DISTRICT AGRICULTURAL SOCIETY

Agriplex Building  
353 McCarthy Road, Box 901  
Stratford, ON N5A 6W3  
Office Phone: (519) 271-5130  
Toll Free: 877-717-FAIR  
FAX: (519) 271-0062

facilities@stratfordfairgrounds.com

JANUARY 2015

The Stratford Farmer's Market started in 1855 and is still going strong. over 45 Vendors are at the Market every Saturday offering for sale a great selection and variety of meats, produce, dairy products, flowers, baking and homemade products.

Applications can be obtained from one of our Board of Director's who are at our Breakfast counter every Saturday morning from 7:00 a.m. till Noon. The applications can be filled out and brought back and left with one of our Director's or to our office which is located upstairs in the Agriplex building located right next to the Market from Monday to Friday from 8:00 a.m. till 4:00 p.m.

Please note that **ALL VENDORS** must be ready to sell from **7:00 a.m. until Noon.** The market building is open for Vendors to bring in their product from **4:00 a.m. up to 6:30 a.m.**

Please list **ALL ITEMS** that you wish to sell on the application. If **FOOD ITEMS**, the enclosed sheet from the **Perth District Health Unit**, must be completed (both front & back pages). If you have a **CERTIFIED KITCHEN**, you need an updated certification from your local Health Unit.



# STRATFORD AND DISTRICT AGRICULTURAL SOCIETY

## STRATFORD FARMER'S MARKET VENDORS' APPLICATION

Agriplex Building  
353 McCarthy Road, Box 901  
Stratford, ON N5A 6W3  
Office Phone: (519) 271-5130  
Toll Free: 877-717-FAIR  
FAX: (519) 271-0062

Vendors Business Name: \_\_\_\_\_

Personal Name: \_\_\_\_\_

[facilities@stratfordfairgrounds.com](mailto:facilities@stratfordfairgrounds.com)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*We are a member of Farmers' Market Ontario – as such only vendors who  
"Make It, Bake It, Grow It, or Produce It" are currently accepted–  
wholesalers and re-sellers are prohibited.*

### The market is primarily for sale of:

**Food:** meat, fish, poultry, honey, eggs, maple syrup, sweets, vegetables, dairy products, etc.

**Horticultural:** flowers, shrubs, and plants, etc.

**Others:** home baked goods, preserves, and home made crafts, etc.

**Type of Vendor:** Baker \_\_\_ Butcher \_\_\_ Cheese \_\_\_ Eggs \_\_\_ Grower (F&V) \_\_\_  
Flowers/Nursery \_\_\_ Prep Foods \_\_\_ Arts/Crafts \_\_\_ Other \_\_\_\_\_

**Food Handlers:** Do you have your local Public Health Unit Approval? Yes \_\_\_ No \_\_\_  
*Please attach a copy of your approval to this application.*

**NOTE:** A copy of a certificate or letter from the Local Health Unit  
stating approval is required to be posted in your stall.

List **ALL** items you wish to sell, (including seasonal).

**Only items listed on your application will be allowed to be sold at your stall – no re-sale permitted**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Space Required: (in ft) \_\_\_\_\_ Hydro Required: (y/n) \_\_\_\_\_

Full Time: ( Year Round) \_\_\_\_\_ Outdoor: (June 1-Oct 31) \_\_\_\_\_ Seasonal (Max 4 wks): \_\_\_\_\_

Request Start Date: \_\_\_\_\_ (Upon availability of table space)

Please see attachment for both markets rates, and the Stratford Farmer's Market Vendor Rules and Regulations/Guidelines. Your application will be submitted to the **Stratford & District Agricultural Society Board of Directors for review, & approval is at the Boards' sole discretion.**

I agree to abide by all the Rules & Regulations of the Stratford Farmers' Market / Farmers' Market Ontario

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STRATFORD FARMERS' MARKET VENDOR RATES\*\***

*\*\*prices quoted on a weekly basis, and subject to change with sixty (60) days' notice*

**Outside Wall Spaces**    **Full Time Vendors** - (Year Round)

|                         |            |
|-------------------------|------------|
| Price /ft               | \$3.28 /ft |
| Hydro                   | \$10.00    |
| Advertising & Insurance | \$ 5.00    |

**8' Inside tables**            **Full Time Vendors** (Year Round)

|                         |             |
|-------------------------|-------------|
| Price/ft.               | \$2.19 /ft. |
| Hydro                   | \$10.00     |
| Advertising & Insurance | \$ 5.00     |

|   |
|---|
| For example, a Vendor renting 16 feet, pays<br>\$2.19 x 16 = \$35.04 + \$5.00 Adv/Ins<br>= \$40.04 plus HST per week<br>(if you require hydro, an additional \$10 plus HST applies) |
|---|

**8' Table Price**                    **Outdoor Vendors** (June 1 – Oct 31)

|                         |              |
|-------------------------|--------------|
| Price /ft.              | \$ 3.15 /ft. |
| Hydro                   | \$10.00      |
| Advertising & Insurance | \$ 5.00      |

**8' Tables Prices**                **Seasonal** (for example - Christmas)

|                         |         |
|-------------------------|---------|
| Price per 8' table      | \$40.00 |
| Hydro                   | \$10.00 |
| Advertising & Insurance | \$ 5.00 |

**Additional Information:**

- 1) The use of a forklift @ \$10.00/market (operated by SDAS forklift licensed personnel only)
- 2) HST applies to all rates quoted above, including forklift use.
- 3) Full time (year round) vendors will be billed on a monthly basis. Otherwise, billing is weekly.
- 4) Vendors may use the market space for sale of goods or produce at the Farmers' Market, and for no other purpose. *A vendor cannot sublet their Market Space*
- 5) If a vendor is absent from the market during the attendance commitment, billing will continue at either the weekly, or monthly, rate and will include the period the Vendor was absent.
- 6) All NSF cheques will be subject to a \$35.00 administration fee.
- 7) **All invoices are due and payable when received (10 am Saturday), and are to be paid by cheque (preferred) or cash. Late payments are subject to a 10% administration fee, at the discretion of the Market Supervisor and/or SDAS Administration Office (if extenuating circumstances)**
- 8) All persons, group or organizations selling at the market must agree to abide by **The Rules and Regulations of the Stratford Farmers' Market / Farmers' Market Ontario**. Rules & Regulations can be enforced by the Market Supervisor and/or the Stratford & District Agricultural Society (SDAS) Board of Directors

**STRATFORD FARMERS' MARKET**  
**RULES & REGULATIONS**

1. The Stratford Farmers' Market is an entity of the **Stratford & District Agricultural Society**. All Market matters, including rates for spaces and equipment, and hours of operation fall under the jurisdiction of the **Stratford & District Agricultural Society (SDAS) Board of Directors**.
2. The Market Supervisor, with the approval of the SDAS Board of Directors, designates setup and assigns spots for the vendors. The Market Supervisor shall report any concerns or problems to the SDAS Administration Office, who in turn, shall give a report to the SDAS Board of Directors.
3. A vendor **cannot** sublet their booth.
4. Vendors who wish to move outside may do so as of May 1<sup>st</sup>, and may move back inside after October 31<sup>st</sup>\* (These dates are subject to weather conditions and may vary). Full Time Vendors will continue to pay the full time rate, as long as amount of space used does not change. *During the time period that a vendor is outside, at the discretion of the Market Supervisor, may temporarily rent the inside space left vacant, on a monthly or weekly basis.*
5. Vendors requiring coolers will be placed inside the market building. The Market Supervisor, under the direction of the SDAS Board of Directors, has the responsibility for the assignment of the remaining spaces in the Market Building.
6. **Dates and Hours:** The Market will operate, and vendors must be set up and ready to sell, from 7 a.m. to 12 p.m. every Saturday. The **Saturday** of the **Fall Fair** is an exception, as is the **Saturday between Christmas and New Years'**. Vendors shall man their booths from the opening to the closing hours of the market. Two or more vendors can arrange with one another to cover for another's booth, providing all booths are manned at all times. Failure to do so may result in the loss of your booth at the market at the discretion of the SDAS Board of Directors.
7. If any vendor is not open for business by 7 a.m., the Market Supervisor shall have the right to rent his/her booth for the remainder of the morning. Any vendor who has indicated that they would be in attendance at the market and fails to show up, will be invoiced for their space. If a vendor is not coming to market, they must notify the Market Supervisor **24 hrs.** in advance of the market opening (this can be done by contacting the SDAS Administration Office). A vendor who is absent for more than two weeks in a row, without making arrangements thru the SDAS Office 519-271-5130 [facilities@stratfordfairgrounds.com](mailto:facilities@stratfordfairgrounds.com) or with the Market Supervisor to have the space filled, may lose that spot or be relocated.
8. The Market Supervisor shall be responsible, or determine, who is to be invoiced each week at the market.
9. Invoices will be given out to all vendors, with the *preferred* method of payment by cheque, which is to be given promptly to the Market Supervisor – as per #11 below. Any additional charges determined by the Supervisor, will be added to the vendors' next invoice.
10. **All invoices are due and payable when received. This means by 10 am the first Saturday of the month (or every Saturday at 10 am for weekly invoices). Failure to do so, without arrangements made in advance with the SDAS Office, may result in a 10% admin fee being assessed.**
11. Full time vendors shall pay a month in advance. Other vendors shall pay on a weekly basis. A receipt marked "**Paid**" will constitute the permit to operate at the

market. Vendors with local, seasonal produce can have the benefit to start when produce is in season, but pay for a block of 4 weeks. **Exceptions shall be made only by the SDAS Board of Directors approval.**

12. **OUTDOOR VENDORS:** One 8' table will be provided per space. Any extra tables, you will be charged for, or you must supply your own. (E.g. - 3 spaces, 3 - 8' tables) – however, rental charges still apply for space used by tables you supply.
13. All new vendors and existing vendors shall make out an application for the Farmers' Market record keeping annually (May 1<sup>st</sup>) – this is required by the Perth District Health Unit.
14. Vendors are responsible to obtain all permits, licences, inspections and certificates, where applicable for the sale of their products. Each vendor will be responsible for their own sales tax collection.
15. The Stratford Farmers' Market and/or the Stratford & District Agricultural Society cannot be held responsible for any vendors' **loss of goods** or **equipment** resulting from **fire, theft, loss of refrigeration or act of God events.**
16. Vendor's booth should have an attractive and professional appearance, enhanced by good presentation and cleanliness.
17. **FOOD SAFETY: Every person handling food products must maintain a very High standard of personal hygiene and cleanliness. In fact, all vendors and staff must practice these standards to prevent the transfer of pathogens between vendor/staff and therefore to food. (In compliance with Perth District Health Unit Regulations / Rules)**
18. **The Market will be primarily for the sale of:**  
  
**FOOD:** meat, fish, poultry, honey, cheese, eggs, butter, maple syrup, sweets, vegetables, dairy, goat, sheep, elk and bison, and any other locally grown or produced consumables, etc.  
  
**HORTICULTURAL:** flowers, plants and shrubs, etc.  
  
**OTHER:** Home baked goods, preserves and **homemade crafts, etc.**
19. Products from the **FOOD TERMINAL** can only be sold with the approval of the SDAS Board of Directors, and must be high quality standard (this normally only applies to produce vendors in the off-season) – see # 21 below.
20. **FOOD TERMINAL** produce cannot be sold when local, seasonal produce is available from our local farmers/vendors. Vendors must advertise where their produce is from. (Their farm, county, food terminal, etc.)
21. ***Did you "Make It, Bake It, Grow It or Produce It?"*** We are bound by the rules & regulations of Farmers' Market Ontario.
22. Articles or crafts produced commercially can only be sold after the approval has been granted by the SDAS Board of Directors.
23. **Only items listed on your application form can be sold. Additional items need the approval of the SDAS Board of Directors, and must be made in writing.**
24. No person, group or organization shall offer to sell, hand out, distribute or display at the market, or adjacent to it, any product or produce without the approval of the SDAS Board of Directors.

25. The SDAS shall be entitled to a table, or fill a table of an absent vendor, for the promotion / advertising of their events.
26. The surface of the tables should not exceed the size of the table. (2.5' X 8')
27. A special table may be provided for one week every 6 months (per organization) to be used by charity, youth, fundraising or promotion events at no charge- this is at the sole discretion of the SDAS Board of Directors. *Up to two attendees can be at the table at one time, and selling must be done from their table. All booking must be done in advance. Any organization wanting to use this table more than twice a year, will be considered a part time vendor, and will be billed accordingly.*
28. Vendors requiring the use of a forklift will be invoiced for its' usage at the rates (\$10/week plus HST) determined by the SDAS Board of Directors. *Only SDAS licensed personnel can operate the forklift.*
29. All vendors must operate within the area assigned. Additionally, any children, accompanying the vendor, must be properly supervised at all times.
30. **Pricing:** All items offered for sale must have prices prominently and clearly displayed. Vendors must not practice stress pricing by undercutting other vendors, or dumping products at bargain prices. The rule of thumb is no more than 20% between high and low prices for like items between vendors.
31. All seasonal vendors **must** phone the SDAS Administration Office *two weeks prior to starting the season at the market*, to inform the Market Supervisor when he/she is planning to return, so space can be allocated.
32. **Parking:** All vendors must park at the back (west) or side (south) of the market building on the grassy area. Front parking areas are for customers only. *The fire route must be kept clear at all times. Vehicles are not allowed to be driven into the Market Building, or on the front patio.*
33. Storage is not available in the Market Building.
34. Hand wash sinks are placed around the perimeter of the market building. These sinks are to be shared by **ALL MARKET VENDORS**, according to the **Perth District Health Unit**. Vendors are responsible for the maintenance of their sinks and counter area.
35. Any vendor wishing to restock their booth during the week, must phone the SDAS Administration Office and make arrangements to be let in the market building, and must be finished by 4 p.m. when staff members are done work.
36. General garbage containers are for the use of the customers only. Vendors must place their own refuse, in a suitable container at their booth, and remove it when they leave. **All cardboard must be taken home with the vendor, or the service of removing it will be charged to the vendor.**
37. When leaving the market on Saturday, all items must be off the floor at all booths. our market staff will not move or remove anything in order to clean the market. We want our market to remain as clean as possible.
38. The Stratford & District Agricultural Society has the right to rent out the Market Building at any other time other than the scheduled Saturday morning market. In the event of this happening, the vendors will be given at least two weeks notice to remove their product.

39. All complaints are to be made in writing, signed, and given to the Market Supervisor for presentation to the SDAS Board of Directors.

40. The Stratford & District Agricultural Society is empowered to evict from the Market, anyone breaking the rules, or acting in such a fashion that can be construed as detrimental to the market operations, on a day to day basis. Such eviction can be made permanent without refunding paid fees.

41. These rules and regulations are subject to change.

**These Rules & Regulations were approved by the  
Stratford & District Agricultural Society Board of Directors  
December 16, 2014**



**Perth District Health Unit**

653 West Gore Street  
Stratford, Ontario  
N5A 1L4 (519) 271-7600

**Application Form for Farmers Market Food Vendors**

Please read the attached "Food Safety Requirements for Food Vendors at Farmers' Markets" before filling out this application form. Return this application form to your Farmers Market Organizer. The Health Unit will not accept individual applications.

Please indicate which market(s) you are applying for: \_\_\_\_\_

|  |  |                    |
|--|--|--------------------|
| <b>Vendor Information:</b>   |  |                    |
| Business Name:   | Business Phone:<br>( )                                 | Home Phone:<br>( ) |
| Business Address:  | Cell Phone:<br>( )                                     | Fax:<br>( )        |
| Contact Person(s):   | Email:   |                    |
| Are you an out-of-county vendor? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, attach a copy of most recent health inspection report.   |  |                    |
| <b>General Food Information:</b>   |  |                    |
| Do you prepare all food items you will be bringing to the market at a kitchen / facility that is inspected either by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Canadian Food Inspection Agency (CFIA) or a public health unit?<br><input type="checkbox"/> yes <input type="checkbox"/> no     |  |                    |
| If <b>yes</b> , name of kitchen / facility:  | If <b>no</b> , please explain where you prepare foods: |                    |
| Address:   |  |                    |
| Phone: ( )   |  |                    |
| <b>Food Handler Information:</b>   |  |                    |
| 1. Methods of keeping cold foods cold during transportation?<br><input type="checkbox"/> not applicable <input type="checkbox"/> mechanical refrigeration <input type="checkbox"/> insulated container with ice/ice packs <input type="checkbox"/> other (specify) _____   |  |                    |
| 2. Methods of keeping cold foods cold during storage and display at the market?<br><input type="checkbox"/> not applicable <input type="checkbox"/> mechanical refrigeration <input type="checkbox"/> crushed ice <input type="checkbox"/> ice packs <input type="checkbox"/> other (specify) _____                    |  |                    |
| 3. Methods of keeping hot foods hot during transportation?<br><input type="checkbox"/> not applicable <input type="checkbox"/> insulated containers <input type="checkbox"/> other (specify) _____   |  |                    |
| 4. Method of keeping hot foods hot during storage and display at the market?<br><input type="checkbox"/> not applicable <input type="checkbox"/> chafing dish <input type="checkbox"/> crock pot <input type="checkbox"/> other (specify) _____  |  |                    |
| 5. Method of protecting food from contamination during storage and display at the market?<br><input type="checkbox"/> food-grade wrap <input type="checkbox"/> sneeze guard <input type="checkbox"/> prepackaged <input type="checkbox"/> other (specify) _____  |  |                    |
| 6. How will the food be handled at the market? Check any that apply.<br><input type="checkbox"/> no handling necessary <input type="checkbox"/> portioning <input type="checkbox"/> wrapping <input type="checkbox"/> cutting/slicing <input type="checkbox"/> blending <input type="checkbox"/> other (specify) _____ |  |                    |
| 7. Will you have access to a conveniently located hand wash sink?<br><input type="checkbox"/> yes <input type="checkbox"/> no If yes, is it: <input type="checkbox"/> at your booth <input type="checkbox"/> within the market   |  |                    |
| 8. Will food samples be provided? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, list the food samples: _____<br>_____   |  |                    |



## Farmers Market Vendor Form

Do you / your family live on a farm?

Yes

No

Do you / your family manage / own / cooperate in / rent a farm?

Yes

No

Are you selling items grown / raised / produced on the farm in Question 1 or 2?

Yes

No

**Indicate which items below that you sell and their source (include name, address and phone number):**

| Item  | SOURCE  |  |                 |
|---|---|--|-----------------|
|   | Product from a farm my family manages/owns/ co-operates in/rents/lives on | Product from another business/wholesaler/distributor | Other (specify) |
| Fruits/vegetables, specify:<br>_____<br>_____                           |   |  |                 |
| Raw meats/poultry/seafood, specify: _____<br>_____                      |   |  |                 |
| Processed meats (deli meats, sausages, etc), specify: ____<br>_____     |   |  |                 |
| Dairy products, specify: ____<br>_____                                  |   |  |                 |
| Eggs (proof of grading required)<br>Indicate grading station or store → |   |  |                 |
| Honey/maple products, specify: _____<br>_____                           |   |  |                 |
| Baked goods, specify: ____<br>_____                                     |   |  |                 |
| Grains/seeds, specify: ____<br>_____                                    |   |  |                 |
| Preserves/Pickling, specify:<br>_____<br>_____                          |   |  |                 |
| Other food and beverage products, specify: _____<br>_____               |   |  |                 |
| Other, specify: _____<br>_____<br>_____                                 |   |  |                 |

What percentage of your products is from the farm that you manage / own / cooperate in / rent / live on? \_\_\_\_\_

I \_\_\_\_\_ certify and I accept responsibility for ensuring the above information is correct. I am responsible for ensuring that I am in full compliance with health regulatory requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_