



ST. JACOBS FARMERS' MARKET & FLEA MARKET

Policy Statement # 3 Outdoor Policies (Revised April 2018)

1. Hours of Business

The Market shall be open for business during those hours and on those days from time to time established by the manager and each permit holder shall be present and opened for business according to these times and dates. It is understood that the present market dates are every Thursday from 7:00am to 3:30pm, Saturday from 7:00am to 3:30pm and Tuesday (from mid June through to Labour Day) from 8:00am to 3:00pm from mid June thru August.

If a permit holder is not present 15 minutes prior to market opening time from the first Thursday of April through to the last Saturday of October or by market opening time other times of the year, on any of these days or any other market dates established by the Market manager, the manager shall have the right to rent his or her booth to another person for the duration of that particular day. The manager shall not by such action be deemed to have condoned the permit holder's absence and the permit holder remains responsible for the fee pertaining to that day.

If a permit holder does not show up for market on 5 consecutive market dates, such permit holders shall forfeit their designated spot and any fee for the unexpired portion of the term shall be forfeited. Permit holders who have a permit to occupy a booth on both Thursdays and Saturdays and choose to attend only one of those days shall forfeit their right to operate their booth on the opposite day with no refund of fees and the manager may assign such booth to a new permit holder for that day of the week.

2. Term and Permit

The permit holder's right to operate at the Market shall be for the periods stated on the invoice, issued at the beginning of the term. The invoice, once paid in full, will constitute the permit to operate at the market.

3. Payment of Fees

Fees shall be paid in advance by post-dated cheque to cover the term stated on the invoice and shall be based upon the length of the booth's frontage. All daily permit holders must pay in cash upon arrival for their booth rental for the day. A minimum booth rental is based on a 10' booth.

4. Items Permitted to be Sold

The permit holder shall sell from his/her booth(s) only those items which are approved by the Market manager. Farmers may sell only their own produce which they grow. (Proof of growing/farming is required.) At the beginning of the season each vendor is responsible for filling out an application with their name and address as well as the products they plan to sell. Once the vendor application has been approved, any changes or additions must receive the prior written approval of the Market manager. Items that have not been approved may not be sold at the Market and will have to be removed immediately from the permit holder's booth. Any product that encourages or promotes the use of illegal substances, or items deemed inappropriate by the Manager, will not be permitted for sale at the Market.

5. Set-up and Booth Assignment

All outdoor seasonal/annual permit holders must be in their assigned booth(s) and beginning to set up no later than 15 minutes prior to market opening time from the first Thursday of April through to the Last Saturday of October. All other

times of the year permit holders must be in their assigned spaces no later than market opening time. No permit holder may hold or rent a booth for another permit holder. Once a daily permit holder has rented a booth, he/she must proceed at once to set-up the booth. Exceptions will be made due to rain days. All permit holders must stay within the boundaries of their booth. Any daily vendor not in line by 7am on Thursdays and Saturdays or 8:00am on Tuesdays may not be assigned a booth for that day. All daily vendors must check in at the office before pulling their vehicle into a vendor booth. Daily vendors who have prepaid on Thursday for their space on Saturday are bound by the seasonal/annual permit holder arrival times as outlined above. No credits or refunds will be issued if a daily vendor cannot use their prepaid booth space on a market day.

Seasonal Outdoor vendors are not required to attend each Market day, however we do require that you inform the office if you are not intending to set up on a specific Market day. Informing the office of absences helps us to plan the outdoor Market layout to be more customer and vendor friendly. Please inform the office by a phone call and voicemail at 519-747-1830 – ex 0 or by emailing markets@stjacobs.com. You are required to inform the Market office with at least 24 hours' notice. Tables or display units cannot be left in vendor spaces if you are not planning to attend a Market day.

Unoccupied seasonal vendor spaces will be rented to an alternate vendor wherever possible.

6. Loading and Unloading

All permit holders who rent space on the south side or west side of the Farmers' Market building under the overhang, or space along the south side of the Market Tent, must have their vehicles unloaded and moved by the market opening time. Permit holders may not block traffic lanes nor parking spaces during a market day for the purpose of loading or unloading additional product. No vendor or their employee shall drive on to the outdoor vendor aisles prior to 3:35pm on a market day and 3:45pm on a long weekend. If customer traffic is still heavy, you must wait until it is deemed safe to do so.

7. Tarps, Canopies and Umbrellas

Tarps and canopy structures must be firmly secured to the hooks in the pavement, or failing that, their vehicle's frame, and be in place before the designated opening of the Market day to ensure the safety of the customers. Vendors are responsible to manage the safety of tarps, canopies, and other structures that are placed in booths. Umbrellas are difficult to secure and may become airborne, therefore umbrellas are not permitted to be used as a shade source and cannot be attached to any structure including tents, canopies, or carts unless written notice is received from Management.

Tarps, tents and canopies may become hazardous during windy conditions, we expect you to monitor weather conditions and ensure a safe environment is maintained at all times. When extremely windy conditions are forecast we recommend that you do not use your tarps/canopies and we may require them to be taken down if we deem them to be unsafe.

Weight devices of any kind to secure your tarp or canopy are strictly prohibited.

8. Insurance

Each permit holder is responsible for obtaining comprehensive liability insurance for potential claims arising from their operations at the booth. The Market does not insure for the permit holder. All vendors are required to carry a liability insurance policy at a minimum amount of \$2,000,000.00 and must produce a certificate of insurance on an annual basis showing Schlegel Urban Developments o/a St. Jacobs Farmers' Market as an additional insured. All policies must clearly show that the coverage is specific to the location of the St. Jacobs Farmers' Market at 878 Weber St. N. Waterloo, Ontario and state the permit holder has a minimum of two million dollars in liability coverage.

9. Signs and Displays

The Market manager shall have the right to approve any signs, decorations or displays in the permit holders booth and to request changes or removals in them if, in the Market managers sole discretion, they are considered to be unsuitable for the Market. All signs and displays are to be contained within the boundaries of the booth. No signs or displays may be attached to any Market structures without express permission from Market Management.

10. Garbage and Clean-up

The permit holder is responsible to remove all garbage from his/her booth area and take it to the compactor located at the east end of the livestock buildings and feed the garbage into the compactor. Outside garbage barrels are not to be moved or used by permit holders. There are two compactors, one for garbage and one for cardboard. Please ensure they are used properly and items are placed in the correct compactor. A service charge of \$50.00 per infraction will be assessed to any permit holder who does not follow policy. If a permit holder is found to be dumping items other than what is generated at the market, their right to use the compactor will be revoked and any fines associated with unauthorized dumping may apply. The garbage compactor is provided as a courtesy, if vendors are dumping more than a couple of garbage bags a fee may be charged or you may be asked to use the regional landfill site. Produce vendors must use compost containers. Permit holders are responsible to keep their booths neat and clean at all times. At the end of a Market day the permit holder is required to remove everything from his/her booth and sweep their selling area. If, in the opinion of the Market manager a booth is not clean, the market may take it upon itself and clean a booth area, and bill the permit holder accordingly along with a service charge.

11. Illegal Merchandise

Any goods or services deemed to be illegal, including but not limited to contraband, pirated, or counterfeit items are prohibited to be sold at the St. Jacobs Farmers Market.

12. Generators

Any vendors that are using a generator must ensure that the generator is in proper working order and that it is not a noise/odour disturbance to other vendors and customers. The management reserves the right to restrict/prohibit usage of any such equipment if it deems necessary.

13. Vehicle Parking

Any vendor vehicles that are too large to fit in their assigned booth parking space must move that vehicle off the market property. Vendors must check with the market office as to where the proper place to park a large vehicle is for that day. No vehicles may be left on the site before 5am on a market day or after market closing unless arrangements have been made through the market office. Vendors who rent a space that does not come with parking may unload their merchandise at their booth in a timely manner and then park their vehicles behind Market Road Antiques.

14. Vendor Tables

Outside tables may only be left on site with Seasonal/annual rental of space and permission of management. All outside tables left on Market Property must be labelled or stenciled with the company/vendor name that you are operating under at St. Jacobs Farmers' Market. Any outside tables which do not adhere to this policy may be removed at the vendor's cost at the discretion of Market Management. Vendor tables must be in good repair and not be a safety or tripping hazard. All vendors who choose to leave tables and display items on site must participate in each Market day or remove their items.

15. General Policies

In addition to the specific policies applying to outdoor permit holders contained in this Policy Statement, the outdoor permit holders shall be subject to the general policies contained in Policy Statement # 1, revised April 2018, except those which obviously do not apply.