

Dear Vendors;

The Township of Springwater is seeking interested vendors to participate in the fall season of the second annual Springwater Indoor Market.

Last year the Elmvale Hall Board started the Winter Market at the Elmvale Community Hall, which ran from December to May. This year the Township of Springwater wishes to continue the market and further build on the successes of last year.

The market will be referred to as the Springwater Indoor Market and be fully managed by the Township of Springwater. The Township will be responsible for opening/closing the hall, assisting with setup, all administrative tasks and promotion of the market. Below please find details regarding the fall season of the market and applicable fees:

Dates:           Fridays, October 13<sup>th</sup>, 2017 to December 15<sup>th</sup>, 2017  
Hours:           10 am – 2 pm  
Location:       Elmvale Community Hall

Seasonal Fee:     \$150.00 (\$15.00 per week)  
Weekly Fee:       \$20 per week

Please find enclosed a copy of the vendor application form and the rules & regulations.

Should you have any questions or require additional information, please feel free to contact Briana Dean by email at [briana.dean@springwater.ca](mailto:briana.dean@springwater.ca) or by phone at 705-728-4784 Ext. 2100.

Regards,



Ron Belcourt  
Director of Recreation, Parks and Properties



## **Springwater Indoor Market Vendor Rules and Regulations**

*Dates: Fridays, October 13<sup>th</sup>, 2017 – December 15<sup>th</sup>, 2017*  
*Hours: 10:00 am – 2:00 pm*  
*Location: Elmvale Community Hall*

1. Vendors must pay all market fees in full prior to market day and are non-refundable.
2. Vendors must live and produce their goods within Simcoe County.
3. Vendors are required to be on site no later than 9:30 a.m. and ready for the market open time at 10:00 a.m. Your stall is to remain set up until 2:00 p.m. unless you receive permission from the Market Manager, or their designate, to dismantle at an early time.
4. All absences are to be made via email or phone to the Market Manager, or their designate, by no later than Thursday at 4:00 p.m. prior to the absence.
5. Only items pre-approved by the Township of Springwater may be sold in your stall.
  - Produce coming directly, or in-directly from a food terminal will not be approved and must be removed.
  - Commercially manufactured or flea market goods are not allowed and must be removed.
  - All produce (fruits and vegetables) must be produced, grown and/or processed within Simcoe County.
  - Supplementary produce will be permitted, but must not exceed 15% of the total available goods per booth and are subject to the approval of the Market Manager, or their delegate.
  - Art and craft items are to be 100% original and hand produced.
6. All Vendors must abide by and all products must comply with federal and local regulations governing health, packaging, labeling, etc. and adhere to the highest standards in safe food production and handling.
7. Vendors are responsible for obtaining all permits required in the production and sale of their goods.
8. If you are selling prepared or processed foods, you must show proof of a Food Handler Certificate and be in compliance with Simcoe Muskoka District Health Unit regulations.
9. If you are selling alcohol, you must show proof of a Safe Serve Card.
10. Compliance with both Provincial and Federal Sales Tax is the responsibility of the Vendor.

11. All samples offered must meet the following criteria; stored in rigid, covered containers until serving, pre-cut away from sales unit under clean and sanitary conditions (toothpicks provided). It is the vendor's responsibility to provide a waste container.
12. Vendors agree not to practice distress selling. No hawking, calling attention to produce or selling products in an aggressive manner will be permitted.
13. No vendor shall play any radio or other sound instrument at a sound level which may disturb or annoy vendors or customers.
14. Pets and live animals are prohibited within the Elmvale Community Hall with the exception guide/service animals.
15. No smoking on the Market premises.
16. The Market Manager, or their designate, has the final say in the daily operation of the market. Any unresolved concerns may be made in writing and submitted to the Township of Springwater's Recreation Department for resolution.
17. An appropriate and respectful attitude towards other vendors, the public, the Market Manager (or their designate), and the market as a whole is to be maintained at all times.
18. Vendors shall label their items and produce clearly by type and price.
19. The Market Manager, or their designate, shall have the right to approve or disapprove any signs, decorations, or displays in the Vendors space and to request changes or removal.
20. Displays are to be no larger than 10' x 10'. Additional space can be purchased if more room is needed.
21. Spaces are allocated on a first come, first serve basis. Only those vendors which have paid for the entire season up front will receive a designated space.
22. Spaces are limited and the Township of Springwater has the right to use discretion as to which vendors would provide the most appropriate range and offerings of local fare.
23. Subletting of space is not permitted.
24. The Township of Springwater does not supply electrical extension cords for vendors.
25. Vendors are responsible for keeping their space clean and neat at all times. Vendors are required to assure their area is free from any garbage and left in a clean state following the Market each week.
26. No vendor shall make any changes or alteration to property of the Township of Springwater.
27. Vendors shall not block walkways, fire exits or other vendor spaces.

28. The Township of Springwater shall not be held responsible for items destroyed by fire, vandalism, theft or any other cause.
29. Vendors agree to accept full responsibility for any loss, damage or accident occurring at the Market as a result of negligence or willful default on the part of the vendor or their employees.
30. The Township of Springwater will carry comprehensive liability insurance. Should vendors require additional insurance, including product insurance, it will be at their own discretion/responsibility.
31. Behaviour which is threatening, abusive or harassing shall constitute a violation of the Market policies and is grounds for immediate dismissal from the Market at the sole discretion of the Market Manager, or their designate.
32. Any Vendor who contravenes the provisions of these Rules and Regulations is subject to the cancellation of their permit without refund.
33. The Township of Springwater and Springwater Indoor Market may employ or select a Market Manager whose duty will be to supervise the Market and carry out the above regulations.
34. The Market Manager shall have the right to inspect booths to see that the area meets the rules and regulations, and product legitimacy
35. A community table is available free of charge to groups, individuals and organizations providing education and community outreach, with a maximum of three different groups participating to promote their organizations. Use of the Community Table for political campaigning or religious proselytizing is deemed inappropriate. Any products offered for sale must be approved by the Manager Market and must not be in competition with market Vendors. All Springwater Indoor Market rules and regulations will apply to the community table.



## Springwater Indoor Market Vendor Application Form

Dates: Fridays, October 13<sup>th</sup>, 2017 – December 15<sup>th</sup>, 2017  
Hours: 10:00 am – 2:00 pm  
Location: Elmvale Community Hall

### 1.0 General Information

1.1 Business Name: \_\_\_\_\_

1.2 Applicant/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
                    PO Box                      Street Name & Number                      City                      Province                      Postal Code

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 2.0 Business/Booth Details

2.1 Business Type:

Grower                       Producer                       Artisan                       Community Group

Other: \_\_\_\_\_

*Please note, that products must be produced, grown or made in Simcoe County.*

2.2 Products to be Sold:

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

2.3 Hydro Required:     Yes                       No

2.4 Health Inspection:

Have you obtained the required health inspections:  Yes  No  N/A

If applicable, please specify the related Federal and/or Provincial health inspection requirements related to your operation and last date of inspection:

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### 3.0 Market Fees

3.1 Booth Space (10 ft x 10 ft)

- Full Seasons (\$150 = \$15 per week)  
 Weekly (\$20 per week)

*Weekly booth fees are to be paid prior to market day.  
All cheques are to be payable to the Township of Springwater.*

### 4.0 Agreement of Compliance

I, \_\_\_\_\_, as a vendor at the Springwater Indoor Market, hold free and harmless the Directors, Members, Employees, Agents, Market Manager, and volunteers, along with the Township of Springwater, from any and all actions, claims, liabilities, and/or assertions of liability which in any manner may arise or be alleged to arise from any and all activities connected directly or approximately with the Springwater Indoor Market, whether such action, claim, or liability resulted directly or indirectly from the negligent acts or omission of said Directors, Members, Employees, Agents, Market Manger, and volunteers or others connected with the Springwater Indoor Market.

I agree to having read and am fully aware of current Springwater Indoor Market Rules and Regulations. I hereby agree to comply with these regulations and all other Federal, Provincial and local regulations. I apply knowing full well I will forfeit my rights to be a vendor at the Springwater Indoor Market if I am found to be in non-compliance.

I hereby agree that information gathered by the Springwater Indoor Market may be disclosed for the development of a business database. I hereby also agree to the release of his/her name and/or photograph for use in current or future promotional publications, articles, website information in connection with the Springwater Indoor Market and the Township of Springwater.

I, the applicant, have filled in this application truthfully and to the best of my ability. I hereby wish to apply for booth space for the season/year indicated in my application.

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