



## Vendor Application Form

The Downtown Strathroy Market is a source of locally produced foods, arts, crafts, and curated goods. Our aim is to fill the market with products that are grown, made, or finished locally - as much as possible - and to encourage and highlight local businesses and community participation.

Name (first & last):

Business Name:

Email:

Phone Number:

Mailing Address:

Brief Description of your wares:

Please select all vendor days & events you would like to be a part of:

Seasonal Full Time Vendor (17 wks.: 16 mornings + 1 night market)

Occasional Vendor (dates selected through availability)

Single Booth Space

Double Booth Space

Youth Booth



Occasional Vendors, please select your dates below:

Seasonal Vendors, please strike out any days you will not be attending:

May 21 ( <i>Night Market</i> )	July 2	Aug 6 ( <i>Night Market</i> )
May 28	July 9	Aug 13
June 4	July 16	Aug 20
June 11	July 23	Aug 27
June 18	July 30	September 3
June 25	Aug 6 ( <i>Morning Market</i> )	Fall Mini-Market - September 10,17 &24, October 1& 8

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Please indicate if you need access to hydro. Priority is given to those vendors who require hydro for food safety. Hydro is not guaranteed and the Market Organizer will confirm if you will receive hydro.

Please indicate if your booth set up requires a backdrop or backing on your canopy. This will help us place your booth where you will not be blocking an OPEN business during market hours.

***All Vendors participating in the Downtown Strathroy Market must adhere to the following rules and bylaws.***

### **LOCATION, HOURS, & SEASON OF OPERATION**

The summer street market is held from May 21, 2022 – September 3, 2022, every Saturday, from 8:00 am to 12:00 pm unless otherwise specified. Set up time is NO EARLIER than 6:45am on Market Day, and all booths must be completely cleaned up by 1:00 pm.

### **VENDOR FEES AND APPLICATIONS**

The 2022 season will run from May 21, 2022 – September 3, 2022.

--> Adult Seasonal Rates: (all 16 weeks):\$20/week = \$320.00 (includes HST).

—> Adult Double Booth (all 16 weeks): \$560 (includes HST)



--> Adult Daily Rate, non-seasonal: \$30 (includes HST)  
--> Youth Rate (youth 16 years & under): \$20/week OR \$240.00/season (incl. HST)  
--> Fall Mini- Market: \$30/ week, \$100/all five dates  
All fees are non-refundable.

1) Seasonal Vendor payments must be received no later than April 30, 2022. Please note that some applications may not be approved due to similarity, excessive duplicity, or space availability. Failure to pay fee will result in the vendor losing his/her seasonal spot.

2) Fees for non-seasonal, occasional vendors, must be paid two (2) weeks prior to expected date of attendance; or, within 48 hours of application acceptance.

3) Information on how to pay fees will be invoiced to vendors upon approval of application.

4) All vendor applications will be juried by the Market Organizers. Not all applications will be approved.

### **VENDORING - GENERAL**

All vendors are expected to provide their own table, table covering, and signage indicating product and/or company name. A space of no less than 10 ft. x 10 ft. is provided for each vendor.

Vendor booths should be clean, thoughtfully presented, and accessible to shoppers.

Any applications for new vendors must be received at least two (2) weeks prior to the date you wish to attend.

Vendors must give at least two (2) days notice by EMAIL when you will miss a market. Seasonal Vendors who fail to give adequate notice for missing a market may lose their pre-designated booth location at the discretion of the Market Organizer.

All Vendors are expected to begin setting up no earlier than 6:45am, and no later than 7:30am, before the Market opens. Any vendors who fail to arrive for set-up during the specified time, forfeit their spot.

Vehicles must be off the designated Market area (Front St & Frank St, respectively) by no later than 7:45 am. This is to ensure the safety of pedestrian shoppers who may arrive early.

Vendors may not begin to take-down their stall until the Market closes at 12:00 pm.



Vendors are expected to keep their booth space clean, removing any trash at the end of each Market.

Vendors are required to have weights (such as cinder blocks, sand bags, etc.) to secure their tent.

Vendors must keep their products, extra stock, and debris, off the sidewalks. This is to ensure pedestrian safety.

Booth spaces will be assigned by the Market Organizer, as spots will be allocated to ensure a successful Market mix, taking into account vendor's requests for hydro as it pertains to health/safety requirements for food sales and/or product type.

As part of our agreement with the BIA, vendors are asked, as much as possible, to maintain clear sight lines and access to doors of businesses on Front St and Frank St.

Vendors may not block sidewalk ramps for stroller and wheelchair accessibility with their booth/products.

**The Downtown Strathroy Market will not be held liable for vendors selling items which infringe upon or break copyright or liable laws.**

No Vendor may move the barriers. Failure to adhere to this rule may result in expulsion from the Market.

### **MARKET CONDUCT**

No person shall:

- Behave in an unprofessional and discourteous manner. Vendors are required to treat customers, each other, businesses, and Municipal staff with respect. Intentionally disruptive vendors may be asked not to return to the Market at the discretion of the Community Services Department;
- Obstruct or interfere with any other person(s) at the Market;
- Setup in an area assigned to another Vendor, on a sidewalk, or in a manner that blocks the entranceway to a store without Market Organizer approval;



- Place or leave in the Market, a trailer, table, stand, tarp or other structure(s) except pre-approved as to size, character, appearance and location by the Market Organizer;
- Load or unload from areas other than those designated by the Market Organizer, and all loading and unloading must be completed in 30 minutes or less;
- Use electrical outlets without the approval of the Market Organizer;
- Use equipment which does not comply with C.S.A. or other applicable standards;
- Fail to comply and conform to the requirements of every applicable statute, law, By-law, regulation, ordinance and order at any time in force or effect including all parking by-laws of the Municipality.

Individuals who engage in any of the behaviors listed above may be subject to immediate ejection from the Market by the Market Organizer without a fee refund.

### **SELL OR DISTRIBUTE**

No person shall:

- Sell or distribute anything at the Market except in accordance with the Vendor Agreement or as sanctioned by the Market Organizer;
- Sell a product that is not a high-quality, wholesome product, as determined by the Market Organizer;
- Sell or distribute anything from tables or display shelving that are not clean, neat and safe as determined by the Market Organizer;
- Sell fresh or cured meat, fresh or smoked fish, poultry, cheese or other prepared foods intended for consumption except with the express approval of the appropriate health regulator/agency/Ministry;
- Sell or distribute any homemade or commercially produced food products without a label indicating the producer's name and address;
- Sell or distribute food products except that which can be conveniently washed, without the products being covered by wax paper or other covering to protect the product from flies, dust, or other contamination;



- Place any food so that it may be subjected to pollution from animals, birds or any other source unless authorized by the Market Organizer;
- Expose or offer for sale at the Market any items which are in any way unsound, unsafe or unfit for human handling, consumption, considered second grade goods, or which fail to conform to applicable health protection grading or packaging legislation and regulations thereunder.

### VEHICLES & PARKING

All vehicles permitted within the designated Market area before opening and during Market operating hours shall be pre-approved, clearly identified and all such vehicles are subject to the control and direction of the Market Organizer. Vehicles not remaining on site must exit the designated Market area by 7:45AM.

No person shall:

- Park or leave any motor vehicle within the designated Market area without the consent of the Market Organizer or the Corporation; and
- Park a vehicle so as to interfere with the flow of vehicle or pedestrian traffic; or by use of ramps or tailgates interfere with the flow of traffic; or in any way obstruct the sidewalks or use any part of the designated Market area except those parts contained within the limits of their assigned area/stall.

### PERSONAL ADVERTISING

No person shall:

- Advertise within the Market except by signs located within a Vendor's assigned area unless otherwise pre-approved by the Market Organizer;
- Make a false or misleading claim;
- Use profanity or inappropriate language or images; including but not limited to pornography, lewd images, drugs, alcohol, and/or illegal activities.

FOOD SAFETY AND ELIGIBLE PRODUCTS:



- All vendors of food products must familiarize themselves and comply with the Ontario Health & Safety Information and Guidelines.
- Food Vendors MUST have their names, farm location, and product names posted prominently in their booth.
- Food product descriptions shall contain no misleading information. Proper labelling and signage with POINT OF ORIGIN is required for all food products as per the Ontario Food Safety guidelines.
- Certification is REQUIRED for all products labelling ORGANIC. A written statement and documentation of farming practises is required.
- It is against the law to sell uninspected meats, unpasteurized milk, or ungraded eggs.
- Market food vendors must continue to ensure that the food is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale in a manner that ensures the product is not a health hazard. Vendors not able to meet this requirement may receive notice from the Middlesex Health & Safety board and may be subject to removal from the Market by the Community Services Department.
- Food vendors must inform Public Health Units in advance when they plan to begin operating. The MHU food safety form must be submitted and approved (this form will be emailed to potential vendors upon application).
- For Prepared Food Items - products must clearly state the vendor's name and applicable address, ingredients and size (weight, count, volume as necessary) as required by all applicable health regulations. Compliance with these regulations is the sole responsibility of the vendor. The Downtown Strathroy Market cannot be held liable for mislabeled food products.
- Food vendors will sell ONLY high-quality products that comply with health regulations. If a product does not meet overall market standards for quality and freshness, the Market Organizer reserves the right to request that the product be withdrawn from the booth immediately.
- ALL Food Vendors will be required to submit their MLHU Special Events Food Vendor Form as part of their vendor application. Food Vendors who fail to meet the MLHU food safety requirements will not be approved as vendors.



- Vendors selling food products are REQUIRED to submit a copy of their insurance policy to the Downtown Strathroy Market.

### **WEATHER:**

It is at the discretion of the Market Organizer to close the market early or cancel the market altogether, due to severe weather - including, but not limited to: high winds, driving rain, lightning, snow, tornado activity, extreme heat.

In the event of a market closure, all vendors MUST take down their booths immediately following notice of closure and pack up for the day. No vendor will be allowed to remain due to liability to the Downtown Strathroy Market.

### **COVID-19:**

Vendors agree to abide by the Covid-19 guidelines as mandated by the government and health unit, including pre-screening, mask wearing, and contact tracing as applicable.

### **GENERAL:**

The Downtown Strathroy Market reserves the right to limit the number of vendors participating in the market. Priority is given to agricultural and local artisans. The Market Organizer reserves the right to limit the number of similar non-food products. In all cases, the Market Organizer will determine, at its own discretion, what products may or may not be sold at the Market.

We recommend that all vendors have vendor liability insurance and that copies are emailed to the Market Organizer.

### **VENDOR CONTACT INFORMATION:**

It is the SOLE RESPONSIBILITY of the vendor to maintain up-to-date contact information with the Downtown Strathroy Market.

Emails may be sent to: [market@strathroy-caradoc.ca](mailto:market@strathroy-caradoc.ca)

Refer to our Facebook Page for News and/or Updates.

The Downtown Strathroy Market will never release a vendor's personal contact information to any party other than the Downtown Strathroy Market without direct permission from the vendor.

Please print off a Copy of this Contract for your own records.





*I have read, understood, and agree to comply with the terms of the 2022 Vendor Contract for the Downtown Strathroy Market. I give permission for the Downtown Strathroy Market to use photos of my booth/person/product for social media and marketing purposes for the Downtown Strathroy Market. I understand that my information will not be released to third parties.*

Vendor Name (Print): \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

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

Market Organizer Name (Print): \_\_\_\_\_

Market Organizer Signature: \_\_\_\_\_

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

*Please return form to:  
market@strathroy-caradoc.ca  
OR  
ATTN:Kait Topham  
52 Frank Street  
Strathroy, ON  
N7G 2R4*