

The Downtown Strathroy Market's 2019 "Friday Night at the Market" event will take place on August 2, 2019 from 5pm-10pm. Our goal is to fill the downtown streets, showcasing up to 120 local vendors.

Friday Night at the Market welcomes artisans, farmers, bakers, food vendors, and direct sales (limited due to space), and small businesses. Cost to vendor is \$55 (includes HST). There is no cost for busking musicians or registered Not-for-Profit groups.

Booth spaces will be 10 ft x 10 ft. Hydro is not provided for this event except under exceptional circumstances (to be determined by the Market Managers). Vendors are encouraged to provide additional battery operated or solar lighting for their booth. Vendors filling out this application understand that they will be required to fill out and sign a contract between them and the Downtown Strathroy Market c/o the Municipality of Strathroy-Caradoc.

Applications must be completed in full. Not all vendors may be accepted due to space availability and the Market Managers reserve the right to limit the number of vendors in each category to encourage market diversity. Applications close June 10, 2019.

Acceptances will be sent out no earlier than June 15, 2019. All applications will be subject to jury by the Vendor Selection Committee.

Questions may be sent to Cate or Brittany at: [market@strathroy-caradoc.ca](mailto:market@strathroy-caradoc.ca)

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## Vendor Contract

The Downtown Strathroy Market is a reliable source of locally and regionally produced food, arts, crafts, and curated goods. The primary aim of the Market is to offer patrons a unique experience with quality products that are grown, made, or finished locally and to encourage and showcase local businesses, the community and all that makes Strathroy-Caradoc a wonderful place to live, work and play.

### 1.0 MARKET OPENING AND CLOSING

Vendors will receive a detailed outline of set-up procedures if accepted to the "Friday Night at the Market" event.

### 2.0 MARKET CONDUCT

#### 2.1 No person shall:

Behave in other than a professional and courteous manner;

Obstruct or interfere with any other person(s) at the Market;  
Shout, commit any nuisance, or be disorderly 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 Manager approval;  
Place or leave in the Market, a trailer, table, stand, tarp or other structure except as may be approved as to size, character, appearance and location by the Market Manager;  
Load or unload from areas other than those designated by the Market Manager, and all loading and unloading must be completed in 30 minutes or less;  
Use electrical outlets without the approval of the Market Manager;  
Use equipment which does not comply with C.S.A. or other applicable standards;  
Keep their assigned area/stall(s) in other than a neat and orderly manner; and  
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 Corporation.

2.2 Individuals who engage in any of the behaviours listed above will be subject to immediate ejection from the Market by the Market Manager without a fee refund.

### 3.0 SELL OR DISTRIBUTE

3.1 No person shall:

Sell or distribute anything at the Market except in accordance with the Vendor Agreement or as sanctioned by the Market Manager;  
Sell a product, other than a high-quality, wholesome product, as determined by the Market Manager;  
Sell or distribute anything from tables or display shelving that are not clean, neat and safe as determined by the Market Manager;  
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 Manager; and  
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.

### 4.0 VEHICLES & PARKING

4.1 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 Manager. Vehicles not remaining on site must exit the designated Night Market area by 4:30pm.

#### 4.2 No person shall:

Park or leave any motor vehicle within the designated Market area without the consent of the Market Manager 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.

#### 5.0 ADVERTISING

##### 5.1 No person shall:

Advertise within the Market except by signs located within a Vendor's assigned area unless otherwise pre-approved by the Market Manager;

Make a false or misleading claim; and

Use profanity or inappropriate language or images as

#### 6.0 VENDOR FEES AND APPLICATIONS

Fees may be waived to approved charitable/community organizations at the discretion of the Market Manager (the Market reserves the right to limit the number of charitable/community organizations);

All fees are non-refundable;

"Friday Night at the Market" applications must be submitted no later than June 10th, 2019 and once approved, payment and contract must be received no later than July 1st, 2019. Some applications may not be approved due to product duplication or similarity to another Vendor's product and/or space availability. Failure to submit payment and contract by July 1st, 2019 will forfeit vendor's spot;

Vendors shall carry the necessary insurance to indemnify the Municipality for vendor activities and any negligence on the part of the vendor; and

Fee shall be paid to the Municipality of Strathroy-Caradoc.

#### 7.0 VENDORING

Vendors shall provide their own table, table covering, and signage indicating product and/or company name. A space of 10' x 10' is provided unless otherwise indicated, in advance, to the Vendor;

Regular Vendors shall give the Market Manager a schedule of attendance;

Vendors shall not close until the Market special event closes at 10:00PM;

Vendors shall keep all items off the sidewalks;

Stall space location will be assigned at the discretion of the Market Manager(s) in a manner that promotes a successful Market mix and, when possible, reasonable Vendor needs such as hydro (in exceptional circumstances) or shade; and

No Vendor shall move a road barrier without approval from the Market Manager.

## 8.0 FOOD SAFETY

It is the responsibility of individual Vendors to understand and comply with all relevant statutes, by-laws and regulations necessary to lawfully sell the product(s) offered. For example, it is unlawful to sell uninspected meats, unpasteurized milk, or ungraded eggs;

It is the responsibility of individual Vendors to have appropriate insurance;

Food Vendors shall have their names, business location, and product name(s) posted prominently in their assigned areas/stalls;

Certification is required for products labelling organic;

Food vendors must register with the London-Middlesex Health Unit; and

The Vendor shall provide and/or post complete and accurate labels and ingredient lists upon request or as required by law. Regulatory compliance is the sole responsibility of the Vendor;

## 9.0 WEATHER

The Market Manager shall be empowered to close or cancel the Market, without notice, due to any public safety threat including; severe weather; and

Should the decision be made to close the Market, all Vendors shall pack up and vacate their designated site without delay. No Vendor will be allowed to remain.

## 10.0 GENERAL:

The Market reserves the right to limit the number of vendors participating in the "Friday Night at the Market" event. Priority is given to agricultural and local artisans. The Market Manager(s) reserves the right to limit the number of similar non-food products;

Vendors shall ensure their Market contact information is up-to-date.

## Rules and Regulations

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.

**ALL VENDORS PARTICIPATING IN THE DOWNTOWN STRATHROY MARKET MUST ADHERE TO THE FOLLOWING RULES AND MARKET BYLAWS:**

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

The "Friday Night at the Market" event is held from 5pm-10pm on August 2, 2019.

## VENDOR FEES AND APPLICATIONS:

Fee to participate in Friday Night at the Market (payable once acceptance to the event is received)

- \$55 CAD (Includes HST) and is payable to the Municipality of Strathroy Caradoc.

All fees are non-refundable.

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

- All vendor applications will be juried by the Market Managers and the Vendor Selection Committee. Not all applications will be approved.

## VENDORING:

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.

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

- 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 Manager(s) 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.

Vendors situated by the curb gardens may use the curb itself for their displays, but must keep product out of the gardens by request of the Town.

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

- No Vendor (except the designated Street Managers or Market Managers) may move the barriers. Failure to adhere to this rule will result in expulsion from the Market.

- Vendors are required to treat customers, each other, businesses, and Managers (Market Manager(s), & Street Managers) with respect. Intentionally disruptive vendors may be asked not to return to the Market at the discretion of the Market Advisory Board and Market Management.

## 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 Market Advisory Board on advice of the Market Manager(s).
- 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.
- 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 mis-labelled 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 Manager(s) reserves the right to request that the product be withdrawn from the stall immediately.

## WEATHER:

It is at the discretion of the Market Manager(s) 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 and pack up for the day. No vendor will be allowed to remain due to liability to the Downtown Strathroy Market.

## 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 Manager(s) reserves the right to limit the number of similar non-food products. In all cases, the Market Manager(s) will determine, at its own discretion, what products may or may not be sold at the Market.

#### 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: [downtownstrathroymarket@gmail.com](mailto:downtownstrathroymarket@gmail.com) OR [market@strathroy-caradoc.ca](mailto:market@strathroy-caradoc.ca)

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

Please print off a copy of both the contract, which includes the rules and regulations, and keep them on file.

#### VENDOR APPLICATION

1) Applicant's Name: \_\_\_\_\_

2) Business Name: \_\_\_\_\_

3) Email Address: \_\_\_\_\_

4) Phone Number: \_\_\_\_\_

5) Mailing Address (address, city, province, postal code): \_\_\_\_\_

\_\_\_\_\_

6) Please provide a description of your business and the products you will be showcasing/selling:

7) Please list any social media accounts affiliated with your business:

8) Please tell us why you would like to be a part of Friday Night at the Market:

9) NOT-FOR-PROFIT Vendors only: Please submit your CRA number upon application for our records. Only registered Not-for-Profits will be given a booth free of charge. You may be contacted to provide greeting volunteers for the event.

Thank you for submitting your application. You will be emailed confirmation once your application has been recieved.