



LAKEVIEW FARMERS' MARKET 2021 VENDOR INFORMATION PACKAGE & AGREEMENT

CREATIVEHUB 1352

The Lakeview Farmers' Market is operated by CreativeHub 1352 which is a non-profit community organization operating out of the Small Arms Inspection Building and site. The CreativeHub 1352 programs focus on the environmental sciences, including food security, arts and heritage initiatives. **All proceeds from the market will be reinvested into the market to support local farmers, producers, artisans and education.** Find out more about more about CreativeHub 1352:

LAKEVIEW FARMERS' MARKET

The CreativeHub 1352 market organizers are excited to launch their second annual Lakeview Farmer's Market season at the historical Small Arms Inspection Building (SAIB) in Mississauga.

*The intent of the market is to source vendors with organic or sustainably grown local produce and small batch products found within a 150 km radius of Mississauga. **Vendors who re-sell produce purchased at the Food Terminal or other wholesale outlets will not be included.***

Farmers, producers, makers and artisans who provide a variety of healthy produce, foods, tasty treats and products will be a priority. Our focus is locally grown and sourced healthy food, organic and artisanal products that provide an income opportunity for local farmers, producers and artisans.

Market organizers will make every effort to provide a balance of farm vendors and small batch non-farm vendors, avoiding saturation of any one product.

Market Dates & Hours: Sundays from May 30 - October 10, 2021
10:00 am – 2:00 p.m.

Market Location: Small Arms Inspection Building (Parking Lot)
1352 Lakeshore Rd East
Mississauga ON L5E 1E9

Due to COVID-19 restrictions, the market is currently taking place in the parking lot of the Small Arms Inspection building. COVID-19 protocols will apply

Centrally located on the border of Toronto and Mississauga, within 5km of 35,000 homes (Lakeview, Mineola and Port Credit in Mississauga and Alderwood and Long Branch in Etobicoke/Toronto), the SAIB site is the perfect venue for the Lakeview Farmers' Market.

Location Features:

- Adjacent to 15 hectares of outdoor space, waterfront trails and historic sites;
- Ample space for booths;
- Free parking for vendors and visitors (150 spaces);
- Within walking distance to approximately 30,000 single family homes within a 4 km radius;
- Within walking distance of GO train station and Toronto and Mississauga bus transit;
- High visibility intersection at Dixie and Lakeshore Roads

Quick and easy access to major roads and the QEW;

Strong marketing with over 4,683 followers across social media, enewsletter platforms and a bustling website with more than 8,500 users, based in Mississauga, Toronto, the GTA (76%) and beyond (24%) www.creativehub1352.

Vendor Information

To become a vendor a Lakeview Farmers' Market Vendor contact Ian at 416-628-8417 or email LakeviewFarmersMarket@gmail.com

Permits and Licencing Requirements

- Events must comply with the Food Safety Guidelines for Special Events and with the applicable sections of the Food Premises Regulation, under the Health Protection and Promotion Act, R.S.O, 1990;
- All food must be obtained from an approved and inspected commercial source;
- All food vendors MUST submit a completed Peel Public Health: Special Event Application for Food Vendors accessible online at: www.peelregion.ca/health/enviroNew/forms/vendor-info-form.asp. This must be completed at least 15 days prior to the start-up of the Lakeview Farmers' Market. Proof of the approved application must be provided to the Market Committee.

Market Fees

- **Special Exclusive Offer before March 15, 2020**
 - **\$40.00 per booth** for the season from May 30 – October 10, 2021 (20 Sundays)
- **After March 15, 2020**
 - **\$45.00 per booth** for the season from May 30 – October 10, 2021 (20 Sundays)

*There are no refunds for bad weather or missed dates at the market.

*Market organizers have the right to change market fees for the next calendar season.

Payment Requirements

Payment for entire season is due upon approval of market application.

Payment Options

Payment accepted through: cheque, bank e-transfer or credit card.

Cheques made payable in full to:

Small Arms Society - Creative Hub 1352, 6 Helene St. N., Mississauga, ON L5G 3B2

Booth Allocation

A booth is one 10'X10' allocation with a maximum of 2 booths/vendor. Subletting booth space is not permitted;

- The Market Committee shall negotiate and allocate vendor booth spaces. The final booth allocation will include an appropriate product mix and will be at the discretion of the Market Committee;
- Layout and assignment of market sites will be determined by the Market Committee and may be subject to change. Every effort to keep the spot assigned to you will be made on your behalf.

Outdoor Services

- 10' x 10' booths available;
- Portable washroom available on site
- Parking – 150 spots
- Lakeview Farmers' Market Committee is committed to creating awareness and driving traffic to the market through ongoing marketing (signage, social media, website and publicity)

Future Indoor Services

- Access to 18,000 sq. ft. light-filled indoor air-conditioned space;
- 10' x 10' booths available; 2 loading dock access areas
- Access to 6' tables and chairs. Vendor use to be negotiated.
- Well appointed indoor public washrooms;
- Electrical Service is 120 volts, up to 13 amps (like usual home circuit) subject to booth location.
- Water and electrical access to be arranged with the Market Committee in advance;

Permits and Licenses

- Necessary permits, licenses and certifications for the Market are collected and maintained by the Market Committee. Completion of permits is required before a booth can be occupied.

Vendor Set-Up, Unloading and Parking (Outdoor Parking Lot)

- Vendor set-up and teardown times are
 - 7:30 a.m. until 9:30 a.m. (set-up)
 - 2:00 – 3:00 p.m. (tear down)
- A directional parking map will be provided to vendors prior to the start of the market season. Most parking can be accommodated close to vendor's booths; however, when this is not possible, a designated parking area will be arranged for vendors.
- There are 150 parking spots at the SAIB site.
- Vendors are responsible for setting up their booth, providing their own booth supplies (tables, chairs, power cords, banners, linens, tent weights, etc.), and the complete teardown and removal of their booth (including removal and proper disposal of refuse).

Lost or Stolen Items

- CreativeHub 1352 bears no responsibility for the damage or loss of a vendor's property at the Market.

Incidents/Accidents

All market Vendors must report any incidents or accidents at the Market to the Market organizer on the day/time the incident occurred. The Market Manager can be reached at the CreativeHub 1352 information booth.

LAKEVIEW FARMERS' MARKET VENDOR GUIDELINES

These guidelines are intended to create a truly successful and unique market in Mississauga, support the success of local farmers, growers, producers and artisans and the prosperity of the community. We encourage vendors to support our guidelines.

Produce and Product Guidelines

- It is preferred that Vendors are certified organic or follow sustainable growing practices and communicate the nature of these growing methods to CreativeHub 1352 as well as market customers;
- Vendors currently certified through an accepted accreditation body should label products as “certified organic” and provide proof of current certification with their application;
- Priority will be given to Vendors who sell produce primarily grown or sourced in Ontario. Produce that cannot be grown in Ontario should be included with an explanation on the Vendor Application;
- Farmers with MyPick® Verified Local Farmer® logo are encouraged to display it and those without are encouraged to obtain certification through the Ontario Market Vendor Certification Program; ***
- GMO crops or prepared foods which include GMO or value-added ingredients will not be considered;
- Re-selling produce purchased at the Food Terminal or other wholesale outlets is not permitted;
- Farm vendors may sell another farmer's produce as long as they comply with Market Guidelines and have provided details in the Vendor Application;
- Produce not grown/produced by the vendor should be identified with signage indicating source;
- Preference will be given to producers who sell products primarily made of local ingredients. Exceptions may apply to items that cannot be sourced or grown locally and detailed in the Vendor Application;
- Non-farm Vendors are strongly urged to sell products that are made with ingredients from other Farm Vendors or local producers. Organic ingredients are encouraged where possible;
- Vendors are encouraged to know and discuss how their food is grown and produced with customers;
- We will make an effort to ensure that there is a balance of Vendors, so the Market is not saturated;
- **Vendors are encouraged to be environmentally conscious, use minimal packaging and use paper instead of plastic bags wherever possible;**
- Vendors should endeavour to bring enough produce and/or products to last for the entire day;
- Exceptions may be made if product supply is beyond the control of the vendor, e.g. seasonal produce;
- Vendors are encouraged to communicate any issues as they arise.



*** MyPick Verified Local Farmer Program accreditation is an assurance that Farmers' Markets Ontario has visited the grower's farm and verified that the farm itself is “local” and what the grower is selling is produced on their farm. www.farmersmarketsontario.com/market-resources/

Application Process

1. Vendors complete either the Lakeview Farmers' Market Farm Vendor Application or Lakeview Farmers' Market Non-Farm Vendor Application
2. Community Groups complete the Lakeview Farmers' Market Community Booth Application.
3. Vendors review the vendor application pkg.
4. The Market Committee will review and accept or deny vendor applications for the season.
5. A Market Committee Member will contact the vendor that they have been accepted or denied a booth.
6. Vendors sign the Vendor Application Pkg Agreement. A completed application form and agreement must be on file before a vendor has access to a booth.

To APPLY and for more information including Market Vendor Guidelines go to:
www.creativehub1352.ca/lakeviewfarmersmarket, or
call Ian at 416 628-8417,
LakeviewFarmersMarket@gmail.com

LAKEVIEW FARMERS' MARKET VENDOR REGULATIONS

It is expected that Vendors will fully comply with the Market Regulations as set out in this document. Failure to do so may be grounds for termination of the Vendor Agreement.

Acceptance of the Vendor Application and ongoing permission to attend the Market is at the discretion of the Market Committee.

Compliance

- Vendors must comply with Provincial and Federal sales tax laws;
- Vendors, except non-profits, will be responsible for having the appropriate Ontario sales tax number and for collecting the appropriate HST where applicable;
- Vendors must obtain all necessary licenses, permits, inspections, insurance, and certificates for the sale of their products;
- Vendors must comply with all Covi-19 guidelines for outdoor farm markets and any other conditions established by the Market organizers from time to time. Strict guidelines will be in place for the 2021 market season
- Products being sold in the Market will comply with applicable Provincial and Federal regulations regarding labeling, measuring, safety etc. Compliance with regulations is the responsibility of the Vendor;
- Live animals cannot be sold or given away at the Market.

Conduct

- Vendors must keep their booth area clean during and after the market. All compost material, produce boxes, and garbage must be removed and the area left as found;
- Vendors are required to conduct themselves in a pleasant and business-like manner at all times while at the market. Rude or inappropriate behavior will not be tolerated;
- Smoking is not allowed within the building or outdoor area adjacent to the building;
- A Vendor may be removed from the Market at the discretion of the Market Committee or their designate if they are not meeting the health and safety standards of the market or their conduct is deemed threatening, disrupts or interferes with the use and enjoyment of the Market by any other person. Prohibited behavior includes inappropriate or foul language, insults, disparaging comments, interfering with market operations, and behaving in an overtly aggressive manner (such as yelling and arguing);
- The Market Committee has the right to revoke the vendor's right to participate in the Market;
- Market booth fees are subject to change each year at the discretion of the Market organizers;
- CreativeHub 1352 is not liable for any damages, whether direct or as a consequence of inappropriate conduct.

Payment of Fees

- All applicable fees must be paid prior to setup.

Punctuality

- Vendors may enter the Market site at 7:30 am and no later than 9:30 am on Market day for set-up;
- Vendors who arrive after 9:30 am will not be allowed to unload and set-up on market day;
- Vendors shall be open for business by 10:00 am;
- Vendors shall make every effort to notify the Market Vendor Coordinator Ian Raymond at 647 270-2465 as soon as possible if they are not going to be in attendance that week;
- Vendors must keep their booths/booths/tables set up for the entire Market Day. If Vendors sell out, they are not to begin to teardown before 2:00pm.
- Vendors who depart early from the Market (before 2:00 p.m.) may be fined \$25.

Products

- Re-selling of produce purchased at the Food Terminal or other wholesale outlets is not permitted.
- It is the responsibility of the vendor that the advertising of their farming/production methods is accurate and in alignment with how they farm or make their product. Misrepresentation (e.g. advertising/describing products or methods as organic but using chemical fertilizers etc.) may lead to dismissal from participating in the market as it jeopardizes the reputation of the market with customers and sponsors

Product Sampling

- Vendors wishing to offer product sampling at the Market will include this on their application and submit necessary permits and licences to receive appropriate approval from the Market Committee;
- Sampling will only be permitted as per COVID-19 guidelines.

Displays

- Vendors are responsible for providing all display materials (displays, chairs etc.) and setting up and tearing down any displays. Vendors must keep within appointed booth guidelines, not interfering with walkways. Every vendor participating in the Market must have their name/business/contact information prominently displayed.

Conducting Business

- Vendors must remain in their own booth/booths when selling. Sales must be conducted in an orderly and business-like way. No shouting or other objectionable means of soliciting trade are permitted.

Refuse

- Booth areas and tables must be kept free from refuse during Market days. Vendors are responsible for ensuring their booths and their immediate area are left clean and swept at the end of the day. Vendors must take all refuse bags with them at the end of the day.

Inclement Weather – Forced Closure

If inclement weather creates a safety risk to the operation of the outdoor market for vendors, volunteers and visitors, the Market organizers will close the market. Weather warnings will be monitored closely. This will only be done after careful consideration and in consultation with vendors.

Amendments to Vendor Regulations

Vendor Regulations may be amended at any time at the discretion of the Lakeview Farmers' Market Committee and approval of the CreativeHub 1352 Board of Directors. In the event the Market were to be shut down for any reason including but not limited to weather issues, facilities issues, regulatory issues made by the City of Mississauga (owners of the building) or any other circumstances, CreativeHub 1352 is not liable for any damages, whether direct or consequential, resulting from the revocation of the Lakeview Farmers' Market Vendor contract.

Lakeview Farmers' Market Vendor Agreement

The Vendor, by the execution of the Lakeview Farmers' Market Vendor Agreement, accepts and agrees to ensure compliance to the guidelines and regulations as set out in the Lakeshore Farmers' Market Vendor Information Package.

X

Vendor Name (Print)

X

Vendor Signature

X

Date

X

CreativeHub 1352 – Lakeview Farmers' Market Manager/Representative (Print)

X

CreativeHub 1352 – Lakeview Farmers' Market Manager/Representative Signature

X

Date

**Please submit this Lakeview Farmers' Market Vendor Agreement to:
LakeviewFarmersMarket@gmail.com
or mail to:
Small Arms Society – CreativeHub 1352
6 Helene Street North
Mississauga, ON L5G 3B2**