



Matiowski Farmers' Market Rules & Regulations

The Matiowski Farmers' Market strives to be one of Northwestern Ontario's premier markets while maintaining the mandate of a *grow it, bake it, and make it*. For further clarification on these points please see below.

Grow it: A product which is raw in nature and requires very little alteration to eat; a product which is garden or greenhouse grown or harvested from the wild which results in either *an* edible or non-edible product.

Bake it: A product that is produced by the vendor from ingredients, in whole or in part, which is grown or bought and which when combined together and baked results in a processed food. For example bread, pies, cookies, preserves, soups, sauces, etc.

Make it: A product which is produced by the vendor from ingredients, in whole or in part, which is made, produced or bought by the vendor and altered in some way resulting in a new product. This may include crafts, health and body care products, photography, artwork etc.

Retail: Any product which is not made or altered by the vendor in any significant manner, but which is purchased (from another producer/supplier) or obtained and re-sold, or sold on consignment, by the vendor. **This product must fall within the make it, bake it, grow it mandate.**

Market Regulations

A. Application Process:

1. The application process will open up as follows:

- Seasonal vendors – Sept 30th for the following market year
- 10 Week vendors – Sept 30th for the following market year
- Casual vendors – January 1st for the current market year

2. IF an applicant that does not meet the mandate outlined in this document disagrees with the decision to reject their application; a jury consisting of the market coordinator, a tourism committee member and a cross-section of 2-4 existing vendors will be responsible for reviewing applications in question.

3. The market coordinator has the right to ask for information and photos of production including area of work to maintain integrity. The jury must approve all items offered for sale.

4. The market coordinator has the right to limit vendor capacity at their discretion for the betterment of the market. (i.e. Limit the number of jewelers, soap products, etc.)

5. All applications will be subject to review including existing vendors annually.

6. The market application has define the payment process. 10 week and Seasonal vendors are asked to pay for table by June 1st; cancelled weeks and rebooking information can be found in B1. Casual vendors must pay for their table the day of the market they attend by cash or cheque.

7. Vendors must have all applicable permits for their products. (i.e – Northwestern Health Unit food permit if you are selling food). Health care products must provide proof of registration with Health Canada and be properly labeled.



Matiowski Farmers' Market Rules & Regulations

8. All applications are to be in by March 1st for consideration. Seasonal and 10 week vendors will be notified by mid-March and vendors will be notified by early April. Casual vendors who apply before March 1st will not have their application considered until Seasonal and 10 week vendor spaces are filled.
9. Vendors are expected to provide copies of business licenses, disclaimers and liability certificates for their product if they are required at the time of application.
10. The Matiowski Farmers' Market strongly encourages all vendors carry liability insurance.

B. Cancellations:

1. You must notify the market coordinator *at least 48 hours prior to cancelling your attendance*. Those who provide notice will have the opportunity to rebook at a later date within the year. Those failing to provide notice will not have the opportunity to rebook and will not be issued a refund. This gives the market coordinator an opportunity to plan an adjustment and fill possible spots to keep our market vibrant.

C. Space Allocation and Display Materials:

1. The allocation of spaces for the Matiowski Farmers' Market will be at the discretion of the market coordinator. They will take into consideration the flow of traffic, the need for electricity and attempt to ensure like vendors aren't in the adjacent spaces. *Please note there are limited spots with electricity and seasonal food vendors get priority on the perimeter of the tent for electricity access.*
2. Each space will be 8 feet long by 6 feet deep (or less) and supplied with one 8 foot long by 2.5 foot wide table and two chairs. The committee recommends vendors to focus on more secured vertical display of wares where applicable. Additional tables and or displays brought in by the vendors that exceed the space allocation or encroach on other vendor spaces *will not be permitted*.
3. There will be no alteration of market space (ie. moving tables) unless given permission by the market coordinator. The tables have been spaced to give uniform spaces to vendors along with gaps for vendors to enter and exit through. Moving of table without authorization will result in a rule strike for the vendor.
4. Vendors are permitted to have a suitable display for their product. Displays and product must be tidy and keep with the market atmosphere. *All display items must fit within your allocated space* (see C. 2) and not move into the 2-foot space allotment beside the table. Displays must not encroach upon another vendor's space or block their view or ease of traffic flow to their table. Vendors may be asked to alter their display at the market coordinator's discretion.
5. Vendors are encouraged to provide signage for their table. Any signage that encroaches into the main traffic area will not be permitted. Sandwich boards will not be permitted outside of the vendor's area or outside of the tent unless otherwise advised by the coordinator.
6. The market coordinator will do their best to ensure that seasonal and 10-week vendors stay in the same location throughout the duration of the market.



Matiowski Farmers' Market Rules & Regulations

D. Products:

1. Artisans – Products must be designed and produced locally (within our market region – NWO & Manitoba) and not factory or commercially produced. (ie. Not screened on products). This regulation does not pertain to food products.
2. Repurposing will be allowed. (ie. taking old licenses plates and creating a piece of art, taking a piece of drift wood and making a walking stick, etc.)
3. Items that aren't approved will not be permitted as part of the display, nor can they be offered for sale.
4. In the event that a vendor would like to modify their product list, an amended inventory list must be submitted to the market coordinator for approval. New items identified on the amended inventory list may not be sold prior to the market coordinators approval.

E. Community Enhancement and Promotion:

1. Harbourtown Biz will be allocated two tables (paid for by Biz) that will not have to fall within our make it, bake it, grow it mandate. These tables will be used to allow Harbourtown Biz members a way to offer a sneak peek of their merchandise or promote their product.
2. Information booths that support our community locally will be permitted in the market (ie. LOW Community Foundation, LOWDPOA, etc.).
3. The market coordinator will allocate one space per week as the community table to promote local organizations. (ie. Rotary selling Rubber Duckies for Canada Day). If two community groups sign up for the same date they will be asked to split the table.

F. Operating Rules:

1. Market hours are 8:30 am until 2:00 pm. Vendors must be set up and ready to sell prior to 8:15 am and must remain on site until the conclusion of the market. If a vendor cannot meet these requirements they must notify the market coordinator immediately. If it becomes a reoccurring issue a rule strike will be issued.
2. Vendors sold out prior to 2:00 pm will be permitted to leave only at the discretion of the market coordinator; however vendors will be encouraged to bring enough products to remain onsite until 2:00 pm.
3. Vendors will not be permitted to move their vehicles in and around the market area during market hours (8:30 am – 2:00 pm). Parking of vehicles/trailers in the area immediately around the Whitecap Pavilion will be at the discretion of the market coordinator based on vendor needs, pedestrian access and flow, and safety.
4. Vendors are responsible for garbage pick-up within their allocated space.



Matiowski Farmers' Market Rules & Regulations

5. Vendors will do their best to ensure that one person remains at their allocated space for the duration of market hours.
6. Vendors are not permitted to bring pets to the market.
7. The Matiowski Farmers' Market does not tolerate aggressive behavior, verbal abuse, or harassment towards staff, fellow vendors, customers or visitors. Inappropriate action may result in refusal of service, being asked to leave or being barred from returning to the market.
8. The Matiowski Farmers' Market has a three-strike rule for violations of the market rules. A rule strike will result in a written notice. After the third written notice the vendor membership in question will be subject to termination. Written notices will be kept on file for two years.

Other Notes

1. The current independent consultants (commercial product sellers) will be grandfathered into the market. However once they leave another independent consultant will not replace them and that spot will have to follow our make it, bake it and grow it mandate.
2. The market coordinator will do table rate checks bi-annually to compare them to other markets. 2017 was a rate check year.
3. Tourism Kenora will again look at purchasing bags with the Matiowski Farmers' Market logo and slogan in bulk and reselling to vendors at cost or at a discount if they have budget.