

**2024 PORT COLBORNE FARMERS' MARKET  
VENDOR APPLICATION FORM**

**Fridays: April 5 to October 25, 2024  
7:00 AM to 12 Noon**

**~Special Easter Market on Thursday, March 28, 2024.~**

*Where farm, food, & culture meet!*

Operated by: Downtown Port Colborne BIA

General Inquiries: [portcolbornefarmersmarket@gmail.com](mailto:portcolbornefarmersmarket@gmail.com)

Mailing Address: Downtown BIA, P.O. Box 272, Port Colborne, ON L3K 4W1

<b>DATE OF APPLICATION:</b>			
<b>NAME:</b>			
<b>BUSINESS NAME:</b>			
<b>ADDRESS:</b>			
<b>CITY/TOWN:</b>		<b>POSTAL CODE:</b>	
<b>TELEPHONE:</b>		<b>CELL PHONE:</b>	
<b>E-MAIL ADDRESS:</b>			

**Category (select one category, based on the majority of your vending products):**

**List & Describe Goods or Services to be sold:**

1.	3.
2.	4.

**List Equipment: *must be CSA-approved equipment.***

1.	3.
2.	4.

***Dates You Plan to Attend:***

Apr. 5, 2024	June 28, 2024	September 20, 2024
Apr. 12, 2024	July 5, 2024	September 27, 2024
Apr. 19, 2024	July 12, 2024	October 4, 2024
Apr. 26, 2024	July 19, 2024	October 11, 2024
May 3, 2024	July 26, 2024	October 18, 2024
May 10, 2024	August 2, 2024	October 25, 2024
May 17, 2024	August 9, 2024	<b>Mini Markets</b>
May 24, 2024	August 16, 2024	November 1, 8, 15, 22, & 29
May 31, 2024	August 23, 2024	<b>Christmas Markets</b>
June 7, 2024	August 30, 2024	December 6, 13, & 20
June 14, 2024	September 6, 2024	
June 21, 2024	September 13, 2024	

<b>2024</b>	
<b>Port Colborne Farmers' Market Payment Schedule (check or circle your options)</b>	
<b>STALLS</b>	Single Stall (30 weeks/full season) = \$300 (includes HST).
	Double Stall (30 weeks/full season) = \$600 (includes HST).
	Triple Stall (30 weeks/full season) = \$900 (includes HST).
<b>DAILY RATE</b>	Daily (1 week) = \$25 (includes HST).
<b>MONTHLY RATE</b>	Four Weeks = \$100 (includes HST).      Five Weeks = \$125 (includes HST).
<b>HYDRO</b>	Flat Fee= \$50 add to your fee total (one-time charge)
<b>MINI MARKET (Nov./Dec.)</b>	No charge for Mini Markets and Christmas Markets for the full season vendors. All others pay daily/monthly rates.

**Make cheques payable to: "Downtown Development Board."  
or e-transfer to: [portcolbornefarmersmarket@gmail.com](mailto:portcolbornefarmersmarket@gmail.com) use password: market**

**Mail applications with payment:  
c/o Downtown Port Colborne BIA, "MARKET"  
P.O. Box 272  
Port Colborne, Ontario L3K 4W1**

**APPROVAL**

Approval of all vendors to the Port Colborne Farmers' Market is the responsibility of the Downtown Port Colborne BIA. Applicants will be notified of their status within 2 weeks of the receipt of the application. The final vendor placement is determined SOLELY by the Downtown Port Colborne BIA.

By signing this application and the attached Code of Ethical Practices, and have submitted the appropriate payment, I agree that my right to sell at the Port Colborne Farmers' Market may be forfeited if I am found to be in non-compliance with any Municipal/Provincial/Federal rules and regulations, food practices, agreements, or the Port Colborne Farmers' Market. its Policies, or Niagara Region Health Department requirements.  
[https://www.niagararegion.ca/living/health\\_wellness/inspection/farmers-market-vendor-guidelines.aspx](https://www.niagararegion.ca/living/health_wellness/inspection/farmers-market-vendor-guidelines.aspx)

**No refunds will be issued once your application is accepted to the market.**

**Signature of Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Overview of the Market Philosophy

The strength of the Port Colborne Farmers' Market lies in the congenial atmosphere that is created by our vendors and the market community.

## The Code of Ethical Practices

The Code of Ethical Practices recognizes and aims to protect the unique attributes of the Market that makes it an important contributor to the social and cultural fabric of the City of Port Colborne. The Code of Ethical Practices strives to ensure that the Market environment is safe, secure, and enjoyable for the public, vendors, and all Market participants.

The Code of Ethical Practices must be signed by the applicant as a condition of acceptance to the Port Colborne Farmers' Market and applies to the Vendor and his/her employees working at the Market on their behalf.

### **Practices:**

#### **As a Vendor at the Port Colborne Farmers' Market, I and my employees and volunteers) will:**

- Demonstrate the highest standard of behavior and integrity at all times.
- I will conduct myself and my business in a courteous and respectful manner.
- Refrain from behaviour that interferes with the rights or working/selling opportunities of other Vendors.
- Refrain from using language or behaviour that is offensive, threatening, or intimidating to others.
- Refrain from "carnival barking" – loud, aggressive sales practices.
- Not participate in the Market under the influence of alcohol or recreational drugs.
- No smoking or vaping at or around the market square/booth areas as per Municipal and Provincial legislation.
- Refrain from any slanderous or libelous actions against the Downtown Port Colborne BIA Board members, individual Vendors, and/or the Market as a whole.
- Abide by all rules and regulations of the Niagara Region Health Department regarding safe food preparation, handling, display, and labeling. Perishable food products must be refrigerated as per public health requirements.
- Operate vehicles in a safe and responsible manner in the vicinity of the Market.

Any violations will result in the Downtown Port Colborne BIA Board taking disciplinary action appropriate to the severity of the violation(s). Such actions may include verbal warnings, suspension from Market participation, and/or expulsion from the Market.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## VENDOR RESPONSIBILITIES

**PARKING:** All Vendors & staff are required to park off-site after unloading on Market Days. No parking for Vendors or staff is permitted on Catharines Street during Market hours. Find a side street.

**REGULATIONS:** Vendors must comply with Municipal, Provincial and Federal regulations regarding labeling, measures, health & safety, etc. for all products offered for sale at the Market. Compliance with Municipal, Provincial & Federal regulations is the responsibility of the vendor.

**HEALTH AND SAFETY:** Every person handling food product(s), must maintain a very high standard of personal hygiene and cleanliness. All Vendors and staff must practice these standards to prevent the transfer of pathogens between Vendors/Staff and subsequently to foods; all foods offered for sale must be protected from contamination. Vendors must be in compliance with all Health & Safety regulations. A full list of requirements can be found at the Niagara Region's website:

[https://www.niagararegion.ca/living/health\\_wellness/inspection/farmers-market-vendor-guidelines.aspx](https://www.niagararegion.ca/living/health_wellness/inspection/farmers-market-vendor-guidelines.aspx)

If proper health and safety standards are not met, vendors will not be permitted to continue to sell at the Port Colborne Market. No booth refunds will be granted.

**BOOTH MANAGEMENT:** Vendors must arrive at the market in time to unload, set up, and park before market opening. The set-up time is 6:00 AM. Vendors must keep their booths open for the entire market hours. Tear-down of booths can begin at 12:00 PM. Vendors must notify the Port Colborne Market Staff of any absences at least 24 hours in advance. Vendors have the sole responsibility of maintaining their booths and removing any garbage and debris prior to departing each market day. Failure to do so may cause vendors to lose their spot at the Port Colborne Market. A \$20 fine will be levied on any vendor who fails to comply.

**MARKET MANAGEMENT:** The Port Colborne Market is managed by "**Downtown Port Colborne BIA.**" Please forward your completed application to our email address: [portcolbornefarmersmarket@gmail.com](mailto:portcolbornefarmersmarket@gmail.com)  
Market Contact: Michael Turner 647. 449.0828

### TERMS & CONDITIONS

Upon filling out and submitting the application for the Port Colborne Market, the vendor agrees does hereby agree that the Downtown Port Colborne Business Improvement Area (BIA), their officers, directors, employees, and volunteers, and the Corporation of the City of Port Colborne will not be held liable for any and all damage, expense or liability from any injury or damage to any person, including the general public, the exhibitor, its agents or employees or to the property of the vendor arising out of the vendor participation in the Port Colborne Farmers' Market. Furthermore, their officers, directors, employees, and volunteers, will not be held responsible for any loss or losses incurred by the vendor, as a result of fire, theft, water, accidents, weather, acts of God, or other mishaps or incidents not specifically itemized herein. I have read, understand, and agree to abide by the Terms of Agreement & Conditions for the Port Colborne Farmers' Market.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Business Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**