



Homestead Marketplace
6 Douglas Road, Trenton, ON
Sundays from 9:00 am – 2:00 pm

May 12 to October 27, 2024 (25 dates)
Naz Karsan, Market Manager
Call/Text: 647-822-7672
Email: info@countymarkets.ca

Homestead Farmers' Market – 2024 Application Form

The Homestead Farmers' Market (HFM) and PEC Markets, Inc. will support local farmers, food & beverage producers, artisans, and makers with small businesses. 'Our Market' will support Hastings and Prince Edward (HPE) vendors, with an allowance for farmers' and other vendors located away from HPE. These vendors will provide farm grown, handmade, and unique products for our customers, subject to approval by the HFM Management.

The Homestead Farmers' Market is proud to announce that our home will be a 18 acres property conveniently located off of highway 401 and Glen Miller Road exit in Quinte West (6 Douglas Road, Trenton). Homestead Marketplace is the center of locally oriented commerce and family fun. The Homestead Farmers' Market will be a vibrant and thriving community gathering that will be serving the Quinte West neighborhood in 2024 and for years to come. The newly built location will allow the market to flourish and grow.

PEC Markets, who will oversee the coordination and logistics of Homestead Farmers' Market (HFM), is thrilled to collaborate with Homestead Marketplace. Our mission at the Homestead Farmers' Market (HFM) is to make a positive impact on both our local community and the environment through the promotion of locally sourced, sustainable and nutritious food. The mission of our farmers market also goes beyond just food. We aim to support and uplift our community, while also creating a vibrant and engaging event that brings people together.

Information for the Vendor

- Spaces are 10' x 10' – signage, displays, and props must remain within this 10' x 10' space to avoid any hazards for visitors to the Market – if you require a larger space, please contact Market Management at the time you submit your application
- Vendors are to provide their own tents, tables, chairs, and display items (tent weights are recommended for this site)
- Electricity access is limited and will be available to Food & Beverage Vendors on a first come first serve basis
- The use of generators on site will require approval by Market Management
- The use of charcoal is prohibited
- Propane equipment is recommended

- Any vendor using electricity will be required to have a certified class 'C' Fire Extinguisher on site
- Any vendor cooking food will be required to have a certified Class 'B' Fire Extinguisher on site
- Any vendor deep-frying food will be required to have a certified Class 'K' Fire Extinguisher on site
- Potable water filling station will be available to vendors
- Vendors are invited to sell a variety of goods and services (these goods and services will be described below, in the space provided, and any addition of goods and services must receive approval by Market Management prior to being added to your booth)
- The HFM will run rain or shine
- Public washrooms are conveniently situated on the side of the BeaverTails/Homestead Adventure Park building, adjacent to the market space
- The market does not provide exclusivity to vendors, but we strive to ensure all parties have the opportunity to be successful

Participating in the HFM has many advantages for vendors:

- Increased face to face time with customers
- Build brand recognition with locals and visitors
- Reach hundreds of customers each day
- Form professional relationships with like-minded vendors
- Build a client base to draw from during the off-season
- Promotion on Social Media
- Be a part of the growing BOQ and PEC communities

Homestead Marketplace will provide a space for PEC Markets for the **2024 Homestead Farmers' Market**. The vendor fees collected are used to sustain and promote the activities of each market. This includes, but is not limited to:

- Insurance
- Professionally Produced Marketing Material
- Website Enhancement/Management
- Membership with Farmers' Market Ontario
- Onsite Public Health and Safety Protocol Requirements
- Promotional Materials
- Networking Efforts
- Print and Radio Advertising
- Market Management and Staff

Expectations

We will continue to actively promote and advertise the market within the Bay of Quinte, Hastings and Prince Edward County communities. Through marketing materials, social media and networking, these efforts are designed to attract local consumers as well as tourists. We also recommend that attending vendors actively promote the Market through their own social platforms within their own communities.

We will strive to find a diverse marketplace from the community, seeking vendors who create their own goods, such as produce, meat, poultry, prepared food, art, crafts, textiles, and more. Our goal is to offer a unique experience and a diverse grouping of products that keeps customers coming back.

The Homestead Farmers Market will support Homestead Marketplace by ensuring the venue is respected and returned to its original state at the end of each market day.

1. The vendor space will be marked off each Sunday, creating the Market Area. This provides a safe site for vendors and customers.
2. Vendors are asked to arrive on time and to complete set-up by the start of the market day.
3. **NO VEHICLE TRAFFIC IS PERMITTED WITHIN THE MARKET AREA DURING HOURS OF OPERATION.**
4. Please do not let your car's idle in the Market Area.
5. Free public parking is available at Homestead Marketplace in the adjacent parking lot. Vendors must park their vehicles in the assigned 'vendor parking areas' as per the direction and discretion of the Market Manager.
6. As a courtesy to fellow vendors & your customers, do not remove your site earlier than the close of the market day. If you are unable to stay a full day, please make arrangements for someone else to staff your space until closing.
7. Vendors are requested to bring enough products to last the duration of the market. Exceptions may be made if product shortage is beyond the control of the vendor.
8. Garbage – the HFM is a zero waste initiative. Any Vendor who creates waste as a result of the products they offer are required to provide their own bins to take away at the end of the market day. No garbage is to be left behind.
9. In keeping with PEC Markets, Inc. zero waste initiatives, no plastic straws, no plastic single use bottles and containers should be used – biodegradable containers and utensils are recommended
 - a. If you require assistance procuring biodegradable products, please contact Market Management for supplier and purchasing options
10. Consuming alcohol, smoking and vaping is not permitted on the property.
11. Vendors selling alcohol will discuss 'sampling' with Market Management, prior to attending the HFM.
12. The goal is to create a market environment that is suitable to all participants, spaces are allocated at the beginning of the season in a fair and reasonable manner at the discretion of the Market Manager. *It is at the discretion of the Market Manager to rearrange spaces on any Market day if circumstances require that adjustments be made.*
13. Each vendor is required to obtain any necessary documents, licenses, certificates, and to comply with all regulations and by-laws needed for their business to operate (copies of these documents must be available to the Market Manager if requested).
14. The vendor is responsible for obtaining and maintaining, at their own expense, necessary insurance coverage for their business operations at the Market, including any deductibles. PEC Markets Inc. is not liable for damages resulting from vendor negligence.

Commercial General Liability (CGL) with extensions of cover applicable to Products and Completed operations, Non-Owned Auto Liability and Tenants Legal Liability

- a. All vendors selling alcohol must name:
 - i. PEC Markets, Inc. (4 Lake St., Picton) as additional insured on their policies and have a minimum liability coverage of \$5,000,000 (Five million dollars)
 - ii. An extension of cover applicable to Liquor Liability

- iii. CC St Lawrence Inc and CC Trent Severn Inc (6 Douglas Road, Trenton, Ontario) as added insured on their policies and have a minimum liability coverage of \$5,000,000 (Five million dollars)
 - iv. A Certificate of Insurance is to be issued from your insurance company must be provided to Market Management with 30 day notice of cancellation provision
 - b. All vendors selling food and non-alcoholic beverages must name:
 - i. PEC Markets, Inc. (4 Lake St., Picton) as added insured on their policies and have a minimum liability coverage of \$2 million
 - ii. CC St Lawrence Inc and CC Trent Severn Inc 6 Douglas Road, Trenton, Ontario) as added insured on their policies and have a minimum liability coverage of \$2 million
 - iii. Documentation from your insurance company must be available when requested by Market Management
 - c. All other vendors must name:
 - i. PEC Markets, Inc. (4 Lake St., Picton) as added insured on their policies and have a minimum liability coverage of \$1 million
 - ii. CC St Lawrence Inc and CC Trent Severn Inc 6 Douglas Road, Trenton, Ontario) as added insured on their policies and have a minimum liability coverage of \$1 million
 - iii. Documentation from your insurance company must be available when requested by Market Management

Auto Liability

Auto Liability Insurance with a minimum limit of \$2,000,000 is required. Liability coverage, also called third-party or civil liability coverage, helps protect you financially if you or another driver on your policy are found legally liable for injuring someone or causing damage to another person's property or automobile while operating a vehicle.

WSIB requirement for Employees of Vendors

It's important that vendors make sure that the workplace is safe for their employees and customers. The WSIB has established principles to ensure that working conditions in its business network are safe. It also ensures that business operations are conducted in a lawful, ethical, and environmentally-conscious way.

15. PEC Markets bears no responsibility for any damage done by vendor property.
16. PEC Markets bears no responsibility for any vendor property at the Market.
17. All sanitary procedures must be followed and health/safety requirements met.
18. All Food Vendors, be it on-site or off-site food preparation, must contact Hastings Prince Edward Public Health to make sure all your required documents and forms have been complied with and are up to date. Food and Beverage Vendor Notification Form can be found here - <https://hpepublichealth.ca/special-event-farmers-market-food-vendor-notification/>
19. PEC Markets will have to grant permission and pre-approval to vendors engaged in on-site food preparation and on-site product consumption or in any activities that could potentially compete with existing on-site businesses. When completing the application form, please provide sufficient details about products, on-site product samples and food/beverage preparation.

20. Unless it is an on-site emergency, all issues and concerns are best dealt with by email correspondence. Vendors should always conduct themselves in a professional manner.
21. Vendors who disrespect fellow vendors, volunteers, or associated service providers will be asked to leave the market and will forfeit their fees. One warning will be issued in writing. This policy is at the discretion of the Market Manager.
22. Vendors shall demonstrate professionalism both in behavior and appearance. This policy is at the discretion of the Market Manager.
23. Our events prohibit underage drinking or allowing minors to consume cannabis. We adhere to provincial and federal laws to ensure compliance and uphold legal standards.
24. Being under the influence of alcohol, cannabis, or illegal substances will result in immediate removal. We enforce this policy to ensure a safe environment for everyone. One warning will be issued in writing. This policy is at the discretion of the Market Manager.
25. Vandalism or Theft - Damage to property or theft at Homestead Marketplace can result in legal action.
26. The Market Manager has the authority to request any vendor or person to leave the market area if rules or laws are broken.
27. Permanent and commercial signage in Homestead Marketplace must not be obstructed. This includes directional graphics, emergency exits, restrooms, concessions, and commercial advertising. Attaching event signs or decorations to permanent graphics is strictly prohibited.
28. Products should be sold by units or weight. Government inspected scales should be used and should have a valid sticker displayed.
29. The HFM does not allow Vendors to sublet or share their space at the Market.
30. If a Vendor is unable to attend a Market date, 72 hours' (3 days) notice must be given to the Market Manager. In case of emergencies, please inform the Market Manager as soon as possible. Your cooperation is appreciated. If possible, make arrangements to have someone manage your booth if you are not available. A full and vibrant market attracts more customers. Attendance is highly recommended for all vendors.
31. After your Application has been received, you will be contacted by a Homestead Farmers' Market representative.
 - a. If you have been accepted as a Full Season Vendor, a three hundred dollar (\$300) deposit is required to secure a spot at the Market. The remaining will be due June 1, 2024, in order to continue on with the season.
 - b. Once space at market is confirmed, Occasional Vendors will need to e-transfer their fees to secure a spot at the Market.

ADDITIONAL INFORMATION

Load-in and Load-out – arrival times and set-up/tear-down procedures will be communicated to Vendors prior to the start of the Market Season

Health Protocols to be followed by Vendors and attending Market Associates

Emails with Public Health Updates will be sent out to attending Vendors.

Best health practices should be enforced in your space and for your merchandise.

It is the responsibility of the Vendor to ensure all staff and volunteers assisting them at the Market are aware of the Market Health Protocols and requirements set in this document.

Sampling of Food Products and Additions to Food Products

- Any additions to a customer's food product, such as cream, sugar, or condiment, must be done by the vendor – we are trying to minimize cross contamination between customers
- All food/beverage samples should be pre-packaged prior to passing it on to the customer
 - a separate garbage receptacle will be provided by the Vendor for the customer to discard of their sample packaging. It is the responsibility of the Vendor to remove this garbage from the site.

Vendors preparing food at their booths will be required to have a hand washing station and follow all current Public Health requirements to operate at the Market.

2024 HFM Rates – 25 Dates – Sunday May 12 to October 27 (9am to 2pm)

Full Season Farmer – \$600 (plus HST)

Full Season Vendor – \$600 (plus HST)

Full Season High School Student Vendor – \$450 (plus HST)

Rates for Occasional Vendors are as follows:

Sunday Farmer Rate – \$40 (HST Incl)

Sunday Vendor Rate – \$50 (HST Incl)

Sunday High School Student Rate – \$30 (HST Incl)

Please note:

After the HFM confirms your space at the Market, an invoice will be emailed to you. Full Season Registration will be complete when your deposit has been received.

Full Season rates are geared to offer the vendor a discounted rate, to keep the market area full, and to entice customers to return on a regular basis. Unless there is an emergency, full season vendors are expected to fill their market spots on a weekly basis.

If a Full Season Vendor cancels 30 days or more prior to the start date of the 2024 Market, a \$100 Admin Fee will be charged.

If a Full Season Vendor cancels within 30 days of the start date of the 2024 Market Season, your deposit fee will be non-refundable.

Space for occasional vendors will be confirmed once payment has been received in full.

If an Occasional Vendor has pre-paid for space at the HFM and cancels, fees will be non-refundable.

VENDOR CRITERIA and PRODUCT INFORMATION

Farmers' – You must produce and grow all of your own products that you intend to sell at market. Re-selling will not be allowed at market.

Artisans and Makers – You must make all of the items you are offering for sale. You must be directly involved in the design and production of your merchandise to sell at the HFM. Pictures of your workshop and access to your social media during the application process will be expected. The HFM expects handmade goods produced by the artisan/maker are made from raw materials that are crafted into your creations using hands-on applications and personal skills (including but not limited to: baked goods, value added goods, textiles, art).

Re-selling of merchandise will not be allowed.

Food/Beverage Vendors – Any business operating that sells ready to eat food and beverages. Re-selling other brands is not allowed unless the products have been altered by you to create something new and original, of your own making.

Students – local students (up to grade 12) are encouraged to join the market with help from an adult.

Occasional Vendors – New and Occasional Vendors are encouraged to participate in the Market whenever possible. The HFM strives to foster entrepreneurship within the greater community, and provides a daily rate to New and Occasional Vendors who would like to sell at the Market. The Market is the perfect opportunity to test out your product.

Not For Profit – Each market day, if a spot is available, the HFM will donate space to a charitable or non-profit organization benefiting the BOQ Community. Space is first-come, first-served, and can be arranged through the Market Manager.

All products for sale at the HFM must be grown or produced by the applying Vendor, their family, or their employee.

Applications will be open to everyone at the beginning of February 2024, and spaces will be filled on a first come first serve basis.

The HFM is an economic development activity and vendors are selected to create the maximum economic activity. Farmers' are prioritized at a minimum of 51% for that reason.

- Other selection criteria – Beyond the vendor categories and definitions outlined above, Market Management could choose to refuse a Vendor Application based on: craftsmanship, quality, creativity and originality, value added to original materials used in the finished product, reasonable and fair pricing.

Refusal – PEC Markets, Inc. reserves the right to refuse acceptance of any applicant, or product, if the applicant or product is not in keeping with the expectations of the HFM, the rules, regulations, and standards of the Market. Applicants may ask the HFM Management to reconsider decisions made on their admission or products.

Product Offerings – Vendors are asked to sell products which are their primary business activities to reduce competition between weekly vendors.

PAYMENT

Preferred Method – EMT (electronic money transfer) sent to info@countymarkets.ca

Please let us know if you require other payment options.

