

March 5, 2022

Dear Vendors

We are looking forward to seeing you again this year. I hope it has been a good winter for you. All the best for a 2022 season.

We are pleased to enclose your Application Form for the North York Farmers Market for 2022. Please fill out the form and send cheque and insurance by April 20, 2022.

Insurance must have North York Farmers Market and additional insured The Corporation of the City of Toronto. You can post date the cheque for May 10, 2022. We are starting Thursday May 19 this year and ending Oct 27. Please note that September 29 and October 6 will most likely be cancelled due to the Nuit Blanche Festival. The Board of directors consist of Jordan McKay, Mark Wilson and Amanda McCamus. Jeniffer Forde is our market manager.

Please read the rules and regulations before completing the form. The attached registration form and postdated cheque are to be returned by April 20, 2022 to Jordan McKay. Failure to return your application by the specified date will result in loss of your designated stall. Cheques sent in later than April 20 will be charged 20% more of the original cost of stall. Please make cheque out to North York Farmers Market and mail to **Jordan McKay 975 Regional Rd 21 Port Perry L9L 1B5.**

The Code of Ethics to help increase transparency at the North York Farmers Market. If you feel that you meet all the criteria on the Code of Ethics please sign and return it.

North York Farmers Market Ass.

Jordan McKay

info@willowtreefarm.ca

**North York Farmers Market Association
APPLICATION FORM**

Space is limited. Previous vendors have priority

Starting Date: Thursday May 19, 2022 to Thursday October 27, 2022

Setup time: 7AM Closing Time: 1PM

FARM NAME _____
CONTACT NAME _____
ADDRESS _____
PHONE _____
E-MAIL _____

PRODUCTS TO BE MARKETED (PLEASE DESCRIBE IN DETAIL)

Must be Ontario meat, cheese, and fruits and vegetables. Vendor must grow/produce 70% of what is sold. Please no crafts, eggs, meat, or products requiring refrigeration. All baked goods and homemade jams must be prepared in a kitchen inspected by their local health department. Box of vehicle can not be any longer than 20 feet long because of space restrictions.

I PERSONALLY GROW FOR SALE (please print) I ALSO PLAN TO SELL

2022 FEE SCHEDULE

Stall 10'X 10' \$650.00 Stall 10'X20' \$900.00

The applications, insurance documents and a cheque, post dated for May 10 2022 must be received by April 20, 2022 before stalls will be assigned. All vendors must provide a letter written on their insurance company's letterhead showing proof of Insurance.

\$2million liability insurance North York Farmers Market at Mel Lastman Square 5100 Young St. And additional insured The Corporation of The City of Toronto.

Reference (Ontario Ministry of Agriculture & food employee.)

Name _____

Phone _____

The reference is to verify that each applicant is a producer.

Send Application, Insurance Letter and Cheque

To: Jordan McKay 975 Regional Rd. 21 Port Perry Ont. L9L 1B5

Email info@willowtreefarm.ca

Please Make Cheque Payable to North York Farmers Market Ass.

NO DRIVING ON THE GRASS. Only one vehicle per stall. All other vehicles must park elsewhere. When moving on the square, a person must walk in front of your vehicle as the driver proceeds. If you have no one to walk in front of your vehicle the market manager is available in such an occasion.

North York Farmers Market Guidelines for 2022

Stalls are rented on a seasonal basis. However, if you are not present two weeks in a row without a reasonable explanation, your stall will be made available to another vendor and you will forfeit your vendor fee.

Seasonal price for all stalls is 10'x10' \$650 and 10'x20' is \$900 (please make cheque payable to North York farmers' Market Ass.) \$25.00 charge for NSF cheques. All tables and displays must be kept within the assigned boundaries and off the grass. Tents must be flame-resistant.

Ontario meat, cheese, and fruits and vegetables are to be sold. As a vendor, you must grow/produce 70% of what is sold. If the products you are selling require refrigeration it is your responsibility to meet all Health Department requirements.

No eggs or fresh meat without proper refrigeration. Only Ontario cheese, meat, and produce are to be sold. All baked goods and home-made jams must be prepared in a kitchen inspected by their local health department. Have copy of inspection with you always. Cheese must be refrigerated or in a cooler with ice.

All vendors must provide a letter written on their insurance company's letterhead showing proof of Insurance. **\$2million liability insurance North York Farmers Market at Mel Lastman Square 5100 Young St. and additional insured The Corporation of The City of Toronto.**

The box of your vehicle can not be any longer than 20 feet because of space restrictions. Please put your vehicle within your assigned boundary. Ask employees at Mel Lastman Square if you have any questions and do not drive on the grass. All vendors should wear a shirt / T-shirt when selling their products.

Payment must be made by **April 20, 2022 Post Dated for May 10, 2022** for the season.

Please send cheque (**payable to North York Farmers 'Market Ass.**) application form, indemnity form, and insurance certificate to **Jordan McKay at 975 Regional Rd 21, Port Perry, Ont. L9L 1B5**. Phone 905-985-4973 or Fax 905-985-1955 Email info@willowtreefarm.ca

Any vendor caught selling non-Ontario produce, meat, or cheese will be asked to leave. For safety, all poles on canopies are to have additional weight eg. Sand bags, cement pails.

All produce for sale must be Canada #1 grade.

Stalls will be limited based on market product mix. Vendors will provide their own display tables and tents. One vehicle per stall.

There shall be water station at each stall including a jug of clean water with a spigot and soap for hand washing and a container to hold dirty water.

No parking on the grass. All garbage must be taken away by the vendor and not left on the square. If the vendor damages the grass or water sprinklers they are responsible for the cost to the North York Board.

All farm vendors must have a farm registration number. The North York board has the right to terminate the agreement at will.

All organic products must be certified by a certified organic organization.

North York Farmers Market

Code of Ethics

To assure transparency and growth in our industry on a basis of mutual respect, fairness and integrity, and ever-mindful of the public welfare, I, as a member of the North York Farmers Market have adopted and do hereby subscribe to the Code of Ethics:

- Be a producer of locally grown/raised/made products.
- Offer for sale only merchandise in best quality condition.
- Present well-kept displays, plainly priced and described, with origin of product clearly marked.
- Sell an honest pack, well filled, and meeting stated grade.
- Use no false or deceptive statements.
- Adhere to highest standards of honest advertising.
- Build business volume on customer confidence.
- Employ only professional, courteous and trained sales people.
- Maintain clean, attractive market stall.
- Observe all laws of the North York Farmers Market.
- Be an active member of the North York Farmers Market.

I acknowledge that I have read the Code of Ethics and agree to abide by it to the best of my ability. I understand that violation of the Code of Ethics may result in my membership being revoked should the Board of Directors feel it necessary to do so.

Member

Special Event
Part 1 - Temporary Food Establishment Application

(For Food Vendor)

The following application is to be completed by every food vendor and forwarded to the event organizer.

Name of the event: _____

Event organizer/organization: _____

Vendor Information (Please Print)

Name of Temporary Food Establishment: _____

Business Owners Name: _____

Business Owners Address: _____

Bus. Phone: _____ Fax: _____

Date(s) participating: (set up) _____ to:

_____ (breakdown)

Municipal License Number (if applicable):

Contact Name and Phone Number: _____

Food Supplier(s) of Vendor (Please Print)

Name of Supplier(s): _____

Address: _____

Bus. Telephone: _____ Fax: _____

Contact Name _____

(If more than one supplier is used please indicate on the back of this form.)