

Brockville Farmers' Market Rules & Regulations

Each vendor placing goods for sale at the BROCKVILLE FARMERS' MARKET must agree to and comply with the terms set out in this document.

1. Vendor Fees

Each vendor shall pay a fee to the Brockville Farmers' Market Association in the amount designated by the Association. Payments may be in the form of cash paid directly to the Treasurer or collected by the Market Manager or by e-transfer to payments@brockvillefarmersmarket.ca

The per stall fee for the **2026** season is:

PERMANENT/SEASONAL VENDOR - \$300.00 Membership fee per season/per stall.

Daily Vendor – A daily fee of \$30.00 per day/per stall.

2. Hours of Operation

The Market season will be determined by the Executive.

Market hours are Thursday and Saturday 8:00am to 1:00pm

Set up may begin at 6:00am. Vendors are expected to have vacated the market area no later than 1:30pm.

All vendors must have completed set up no later than 8am. Entry may be restricted after 8am without prior permission from a member of the Executive or the Market Manager. Vendors failing to comply may have their stall reallocated or rented to a Daily vendor

Market vendors shall not remain on the market ground past 1:30 pm on any market day. Unless with special permit for special/City event.

Vendors will remain at their booth for the duration of the Market (8am-1pm). Early closing because of safety concerns (i.e. Inclement weather) will be at the discretion of the Executive or Market Manager. Exceptions will be considered if pre-arranged by the Executive or a member designated by the Executive, i.e. the Market manager.

Holiday and additional markets are optional but only open to vendors in good standing.

3. Minimum Days on Market

Each permanent vendor must be present on the market throughout the entirety of the market season. *(Based on Market opening through to Thanksgiving, exclusive of Thursday market days)*. Those who are absent and/or do not open six times, during a market season, shall be required to provide an explanation to the Board of Directors. Without an adequate explanation their stall allocation could be taken away, seniority could be lost, membership could be revoked, or other action may be taken at the discretion of the Board of Directors. An attendance record will be kept by the Brockville Farmers' Market Association.

4. When signing the application for a stall(s), permanent/seasonal vendors are required to give the timeframe they plan to be on the Market, therefore allowing the Executive to temporarily reallocate empty stalls for a more organized market.

5. Vendors are limited to having two stalls on the Market and when possible, these stalls shall be side by side. Therefore, all vendors must be aware that when renewing their stall(s), even with having met the attendance requirement, they will not necessarily be guaranteed the same stall(s) but will be given stall(s) in close proximity.

6. Stalls that become available will be allocated and assigned by the Executive of the Brockville Farmers' Market Association, according to the Associations Constitution.

7. All vendors agree that all products sold on the Market shall be **locally grown or produced**. Resale of local products will be allowed only on

occasion and after the approval of the Executive. All crafts and prepared foods for sale must be produced by the vendor and approved by the Executive. Every effort must be made to ensure products being sold align with the spirit of the Brockville Farmers' Market and strive to promote sustainable and environmental practices.

8. It is the responsibility of vendors selling foods (e.g. baked goods, preserves, produce, frozen foods, hot foods, honey, maple syrup, etc) to comply with provincial and federal safety and product identification requirements. All products offered for sale are subject to inspection by the City of Brockville, Regional Health Unit, Province of Ontario, and/or Government of Canada.

9. All vendors agree to allow for an inspection of their product(s) and premises, if the need arises.

10. The vendor agrees to accept full responsibility for any loss, damage or accident occurring on the Market because of negligence or wilful neglect on the part of the vendor.

11. Each vendor agrees to always keep their stall(s) area clean and tidy and must clean up their stall(s) before leaving the Market at the end of the market day.

12. Each vendor agrees to keep the area in front of their stall (the sidewalk/lane) free of tables, boxes, signs or other objects.

13. Vendors' pets are strongly discouraged at any vendor site during market hours. Vendors choosing to bring pets must keep them on a leash and within the confines of their designated stall at all times. Reactive pets will not be tolerated.

14. A vendor's permit cannot be transferred to any other individual or organization by the permit holder.

15. Sharing of stalls is not permitted unless approved by the Executive. If approved:

- Both vendors shall hold individual memberships;
- Products of both vendors shall be on display at all times;

- Their products are deemed compatible; and
- Both Vendors shall attend full time.

16. Returning vendors must submit their application and remit the required fee for the new Market Season by **February 15 of that year.**

17. Vendors who do not comply with the terms of this agreement might have their permit revoked.

Brockville Farmers' Market

Code of Ethics

The Brockville Farmers' Market, founded in 1833, is one of Ontario's oldest continuously operated markets. The Brockville Farmers' Market takes great pride in its heritage and wishes to ensure its future. It is valuable, therefore, to adhere to the principles governing the Brockville Farmers' Market and be dedicated to the preservation of these principles.

1. The Brockville farmers' Market Association and each of its affiliated vendors shall ensure that vendors, customers and the public in general enjoy a safe environment free of harassment, both physical and verbal.
2. The Brockville Farmers' Market Association and each of its affiliated vendors shall undertake to maintain a standard of cleanliness in the area(s) of their allocated booth(s) and the market in general
3. The Brockville Farmers' Market Association and each of its affiliated vendors shall respect and ensure the safety of the public by not obstructing pedestrian walkways
4. The Brockville Farmers' Market Association and each of its affiliated vendors shall actively participate to maintain the high standards of products offered to the public.
5. To ensure the application of the above principles, the Brockville Farmers' Market Association Executive, shall have the power to institute disciplinary and corrective proceedings.

Brockville Farmers Market VENDOR APPLICATION FORM - 2026

Returning vendors. Please complete this form and forward with payment:

paymentsbfm@gmail.com

Full-Time \$300

New Vendors. Submit completed application to: paymentsbfm@gmail.com. Invoices will be sent upon approval of application.

Full Time: _____ Daily: _____

Interac transfers can be sent to: paymentsbfm@gmail.com

Deadline for Full Time applications is February 15th, 2026.

Business name: _____

Owner's name: _____

Address: _____

Postal Code: _____ Telephone: _____

E-mail: _____

Website: _____

Do you have: Facebook, Twitter, Instagram _____

What do you sell?

Your application is as ☐ New vendor – or ☐ Renewal

If renewal, give number of years as a full-time vendor _____

Circle Months of anticipated attendance: MAY - JUN - JUL – AUG – SEP - OCT - NOV

Electricity required* (yes / no) *Please note that electricity is not always available in all stall locations and extension cords longer than 25 feet are not permitted.