

2021 FARMERS' MARKET INFORMATION SHEET for the NATHAN PHILLIPS SQUARE FARMERS' MARKET

Wednesdays: May 26 to October 13, 2021

(21 markets)

NATHAN PHILLIPS SQUARE – TORONTO CITY HALL, TORONTO

Background

The Nathan Phillips Square Farmers' market was started in 1990 and has run every year since then.

Location:

Nathan Phillips Square, in front of the Toronto City Hall, corner of Bay St. & Queen St. Toronto

COVID Protocols

This Toronto Public Health document for farmers market should be referenced while planning your market protocols–

https://www.toronto.ca/wp-content/uploads/2020/06/90ef-COVID-19-Recovery_Response-Guidance-for-Farmers-and-Fresh-Food-Markets.pdf

The planning of this market will be incorporating these protocols.

Organization of Farmers' Market:

The market is coordinated by the Ontario Farm Fresh Marketing Association (OFFMA) and as such all vendors must be OFFMA members in good standing.

- Vendors **must be farmers**, only exceptions are the stalls allocated for cheese, meats and bakery vendors.
- Stalls may not be sublet. Owners or their employees must operate the stall.
- Stalls will be limited, based on a market product mix.

Time:

-Every Wednesday from May 26th to October 13th (Total: 21 markets)

Set up time is between 8:00 a.m. and 9:00 a.m.

The market will be promoted as being open from 9:00 a.m. to 1:00 p.m. but vendors can sell as long as they are on the square. Vendors must be packed and vacate Nathan Phillips Square no later than 2:00 p.m.

Market Products:

-**All produce and products sold, must be "Ontario"**, meaning grown or produced in Ontario with Ontario products.

Produce in question will require:

(1) A bill of sale, if purchased product

(2) If home grown, an inspection visitation by OMAFRA or OFFMA staff.

Any vendor caught selling non-Ontario produce will receive 1 warning. With a 2nd violation, the vendor's stall will be forfeited with no refunds.

-**No fresh meat, fish or poultry** may be sold. **Eggs & cheese** products must be **refrigerated**.

-All bakery products, jams, preserves, etc. must be from an **inspected kitchen**.

- All advertised "**organic produce**" must be produced on a farm validated by a "Certified Organic Organization"
- Alcoholic vendors are only allowed to sample their alcoholic beverages in a barricaded area.
- The intent of the market is to promote Ontario produce. No crafts will be allowed.

Stall Space: All stalls will be **pre-assigned**. Vendors will have to be flexible as we will need to work with space provided.

Option #1

- Stalls are **25 feet wide** and **25 feet deep**. (The cement floor tiles are arranged in a 24' x 24' area with a 2' wide band of tiles running through each designated block to give it the additional 2 ft. in depth. The 2 ft. band on each side of a stall will act as a buffer between stalls.)
- The stall floor area used for produce (selling, storing, trimming) must have the **cement tiles covered** with wooden boards or some form of rugging, to protect the tiles from stains & dripping juices.
- Stall space allows for **1 vehicle** (20' x 13' max.), **parked parallel to the frontage at the back of the stall**, a **20' x 20' tent**, with a **3 foot allotment for customers** to stand, should the vendor decide to market down the side of their stall.

Option #2

- Stalls are 10 feet wide and 10 feet deep. One vehicle no larger than a van can be parked behind the 10 x 10 space. This space assignment will be strictly enforced.
- Vendors who do not conform to the weight or length limitations will be required to unload their product before entering the weight restricted area and transport it to their stall. Vendors are responsible to secure their own off-site parking at their own expense.
- When moving to your location on the square, **a person must walk in front of your vehicle** as you proceed. If you are alone, please contact the market coordinator for assistance. The speed limit on the Square is **maximum 8/km** per hour. Vehicles must use their **flashers**.
- Maximum 1 stall/vendor. Vendors will provide their **own display tables and canopies**.
- Display area set-up** is at the vendor's discretion. However, **all tables, displays, canopies and vehicles must be kept within the assigned boundaries**.

**** PLEASE PASS THIS INFORMATION ALONG TO STAFF IF YOU AS OWNER, ARE NOT PERSONALLY ATTENDING THE MARKET**

Electricity:

- only available in certain stall locations for an additional cost of \$100 + HST = \$113 per season.

Payment: Make Cheques Payable to: Ontario Farm Fresh Marketing Association

- You must be an OFFMA Member in good standing. 2019 Membership Fee: **\$224.00 + \$25.87 HST**
- Stalls will be rented on a **seasonal basis only**.
- Reserved stalls must be confirmed with **3 postdated cheques** (April 15, July 1st, Aug 15th) to cover the stall expenses + our payment to Toronto City Hall.
- Vendors paying full amount by April 15th will receive a **10% discount**.

Option #1

1 stall (25 foot frontage x 25 foot depth) + 13% HST (#87047 9534)

April 15th	\$ 574.00 + \$ 74.62 HST	=	\$ 648.62
July 1st	\$ 574.00 + \$ 74.62 HST	=	\$ 648.62

August 15th \$ 574.00 + \$ 74.62 HST = \$ 648.62 **\$1,945.86**

Or receive a 10% discount for total payment by April 15th:
 \$1,549.81 + \$201.48 HST = **\$1,751.29**

Option #2

1 stall (10 feet by 10 feet) + 13% HST
 April 15th \$420.00 + \$54.60 HST = \$474.60
 July 1st \$420.00 + \$54.60 HST = \$474.60
 August 15th \$420.00 + \$54.60 HST = \$474.60
 TOTAL \$1423.80

Or receive a 10% discount for a total payment by April 15th:
 \$1134.00 + \$147.42 HST = **\$1281.42**

NSF cheques will be charged a \$40 fee.

Refunds will be made if *written notice of cancellation* is received **30 days** prior to cancellation date. Complete refunds will be issued if the market is cancelled.

Insurance:

- All vendors must provide a letter (written on their insurance company's letterhead) showing ***proof of \$2 million liability*** insurance, \$5 million if you plan on selling alcohol. **The Ontario Farm Fresh Marketing Association, Box 250, Gormley, ON L0H 1G0 must be named as additional insured on the certificate that is to be submitted.**

Additional Items:

- ***Behaviour*** in a ***disorderly, abusive or other manner not acceptable*** to the Farmers' Market Coordinator, Committee or Toronto City Hall Representatives will not be permitted.
- The ***market will be inspected*** by an Inspector from Toronto's Health Unit.
- ALL vehicles must fit within the individual stall boundaries to remain on the square during market.
- Vendors may post a tasteful ***sign*** identifying their farm operation. Signage, plus any handouts ie. Flyers, business cards, etc. must be approved by Toronto City Hall. Approved handouts may be displayed for customers to pick up at their own discretion. (You may not solicit business.)
- ***No solicitations/sampling***/etc. may be made ***outside the stall dimensions***.
- the market will not tolerate “dumping” of any products, prices cannot be significantly lowered at the end of the day or at the end of the season.
- Vendors cannot give away for free any products that are being sold at the market by another vendor.

- **For safety, all poles on canopies are to have additional weight fastened to them to secure the structure. Vendors to provide these weights. Weights must be secured before any sales are done. Eg. sand bags, cement pails, etc. Fines will be applied for non-compliance.**

Rule Violations:

- Vendors in violation of any rules, will be ***fined by the market coordinator***, on an escalating scale starting at \$25.00 and doubling the previous fine, for any infractions of the regulations.
- ***Vendors are prohibited from setting up their stall, until all fines have been paid.***
- ***Any vendor caught selling non-Ontario produce will receive 1 warning. With a 2nd violation,***

the vendor's stall will be forfeited without refund.

- Vendors who do not comply with the rules will forfeit their stall without refund.

Booth space in 2021 will not be assigned until:

1.Application (including vehicle details)

2.Payment for vendor stalls

3.Proof of insurance with Ontario Farm Fresh Marketing Association named as additional insured on the certificate

4.Signed Anti-Harassment Form are all received.

2021 Market Coordinator: Jennifer Forde

For further information contact: **Ontario Farm Fresh**

Cathy Bartolic, OFFMA, Box 250 Gormley Post Office, Gormley, ON L0H 1G0

phone: (905)506-0371, E-mail: info@ontariofarmfresh.com

2021 NATHAN PHILLIPS SQUARE

FARMERS' MARKET APPLICATION FORM

Space is limited. Previous vendors have priority until **April 6th, 2021**. Booth space will NOT be assigned until we receive: **1. APPLICATION (filled out completely including the vehicle details listed below and Farm Association Membership information) + 2. INSURANCE LETTER + 3. CHEQUE(S) (payable to OFFMA) + 4. Anti-Harassment Form.** New vendors will be accepted after April 6th.

=====APPLICATION (please print)=====

FARM NAME: _____

CONTACT NAME: _____ ADDRESS: _____

_____ POSTAL CODE _____

PHONE # _____ FAX # _____

E-MAIL ADDRESS: _____

All vehicles must be able to park within the confines of the 24 foot stall width. A 20' x 13' vehicle can manoeuvre within the stall dimensions. Vendors with over size vehicles, will be required to unload their products and find parking off-site at their own expense. No off-site parking is provided.

Type of Vehicle: _____

Vehicle Length: _____ *feet*; **Gross Weight: Empty** _____ *lb.*; **Weight Full** _____ *lbs.*

Space Option #1 **Space Option #2**

All vendors MUST be Farmers. Farm Business Registration # _____

Farm Association Membership (please check one) CFFO OFA

All items you plan to sell: (*Must be Ontario Products.*) Use reverse side of application if necessary. Please be specific, i.e. 'June Strawberries' NOT 'berries'

I personally grow for sale:	+	I also plan to sell:
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

N.B. All baked goods & homemade jams, etc. must come from an inspected kitchen.
I have read the rules and regulations for the Nathan Phillips Square Farmers' Market and plan to abide by them.

Date: _____ Signature: _____

Send To: Ontario Farm Fresh Mkt. Assoc., Box 250 Gormley Post Office, Gormley, ON L0H 1G0
info@ontariofarmfresh.com

See 2021 Farmers' Market Information Sheet for Rules & Payment Schedule