COLLINGWOOD DOWNTOWN

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Collingwood Downtown Farmers' Market *Non*–Farmer Crafter and Artisans Vendor's Information Package

Welcome and thank you for considering participating in the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** (CDFM or the Market). It is the intent of the **MARKET** to provide residents and visitors with quality produce grown and products made by local farmers, caterers, crafters, and artisans.

The Collingwood Downtown Business Improvement Area (BIA) will manage the CDFM. The BIA will make all decisions concerning the activities at the Market, and who may participate as a vendor.

The **COLLINGWOOD DOWNTOWN FARMERS' MARKET** will be opening for its **2026** season on Saturday, May 16th. The Market will operate every Saturday from 8:00 AM until 1 PM through the Thanksgiving weekend, Saturday, October 10th.

The location will remain in the municipal parking lot on the southeast corner of Second Street and Pine Street. Inquiries, including consumer and vendor information, should be directed to the Collingwood Downtown BIA at: 705-445-5595 or sball@collingwooddowntown.com

- Non-Farmer Crafter/Artisan vendor rate for the full 22-week season for a 10' x 10' space is $750.00. There is an additional charge if hydro is required. *Note that hydro availability is limited, and may not be available to all who request it*
- The market will operate every Saturday, rain or shine.
- Spaces are limited. Vendors are accepted on the basis of appropriateness to the integrity of the market mix.
- In order to be considered for a space at the market vendors need to submit a fully completed, signed application understanding the guidelines and regulations, have read and signed the Collingwood Downtown Farmers' Market Code of Conduct and have paid the full market fees in which apply.
- **The only tents that are accepted at the Market are CAN/ULC-S109 and NFPA 701 for textile flammability as per the fire safety regulations**

Applications are due by April 16th, 2026

Payment is due upon acceptance.
Cash, cheque, credit and debit are accepted forms of payment.

Successful applicants will be notified by telephone or by email if selected.
Your payment will then be processed.

If you are NOT selected as a Farmers' Market Vendor you will receive a written notification.

COLLINGWOOD DOWNTOWN FARMERS' MARKET

2026 NON-FARMER CRAFTERS AND ARTISANS VENDOR APPLICATION

Name: _____

Name of Business: _____

Address: _____

City / Town _____ **Postal Code:** _____

Telephone: _____ **Cell Phone** _____

E-mail: _____

Website _____

Request hydro? Please circle choice. (Add $150 to fee) **YES** ☐ **NO** ☐

Annual 22 week Rental Fee @ $750.00 per space (10'x10') = $ _____

Hydro Charges $200 $ _____

Plus HST (13%): HST # 108125766 RT0001 = $ _____

Total Due (on acceptance of application)……. = $ _____

All cheques are payable to "Collingwood Downtown BIA".
Due to an increase in market activity we only offer parking to farmers and on-site caterers.

Applications are due by April 16th, 2026 to the Collingwood BIA, 105 Hurontario Street.

I acknowledge that I have read and understand the attached guidelines and regulations, as well as the Code of Conduct and do hereby agree to abide in good faith with the management of the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** and to co-operate with the other vendors.

Having paid the appropriate space fees, and having read and understood the rules and regulations thoroughly, I hereby agree to comply fully with these and all other Federal, Provincial and Municipal rules and regulations that apply. I may forfeit my right to sell at the Collingwood Downtown Farmers' Market if am found to be in non-compliance.

_____ _____

Signature of Vendor **Date**

List of Products to be sold:

Origin of Produce/Products:

Upon acceptance to the market, if you would like to be featured on our "Who's at the Market" listing on the Collingwood Downtown Farmers' Market website, please provide a brief bio for your business:

GUIDELINES AND REGULATIONS

Location

The CDFM will be held outdoors, in the municipal parking lot located at the southeast corner of Second Street and Pine Street, in Collingwood's Downtown.

Market Operation

- It is important to be prompt in your arrival. Vendors **MUST** be set up by 8 AM. After this time, vendors will **NOT** be allowed to set up.
- There will be **ABSOLUTELY NO** vehicular traffic in the market area between 8 AM and 1 PM.
- If you arrive after 8 AM, you accept that the space you normally occupy may have been re-assigned.
- Vendors **MUST** let the market manager know whether they are **NOT** coming to the market for whatever reason. If they fail to do so, they will be given a warning. After one warning, they will lose their regular spot. After three warnings, they will be removed from the market without refund.

Fees

- The annual fee of $750.00 for a 10' X 10' is for 22 weeks from May 16th through October 10th, 2026. There is an additional fee of $200.00 hydro (limited to availability) for all vendors.
- Vendors with outstanding fees will not be allowed to set up until fees are paid in full.
- Subletting of space is **NOT** permitted.

Allocation of Space

- Each vendor space will be a maximum of 10' x 10'.
- Allocation of space is at the sole discretion of the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** management and vendors may be moved at any time to accommodate special activities. Although every effort will be made to ensure continuous placement of vendors, no vendor is assured the same space each week.
- Vendors anticipating not being able to attend the Market are requested to give prior notice early in the week of which they do not expect to be present.
- Washroom facilities are located in the Bus Terminal on the Corner of Second and Pine or in the Arena on Hurontario Street.

Setting Up

- Each vendor is responsible for:
  a) Bringing their own tent, table, weights, and display tools
  b) **The only tents that are accepted at the Market are CAN/ULC-S109 and NFPA 701 for textile flammability as per the fire safety regulations**
  c) Bringing their own recycling and garbage can/box
  d) Bringing their own containers (baskets, bags, boxes, etc.)
  e) Bringing their own cash box and change

- Vendors must be set up before 8 AM.
- Reserved spaces not occupied by 8 AM may be re-assigned to other vendors.
- Vehicular traffic will not be permitted in the Market area between 8 AM and 1 PM.
- No vendor will leave the market before the allotted time. If this happens, the vendor will be given a warning. After three warnings, the vendor will be removed from the market without refund.
- Vendors must vacate the Market area by 2 PM.
- Vendors are required to assure their area is free from garbage and left clean.
- For health and safety reasons, Vendors *must* stay within the space(s) allocated to them; no display / merchandise is allowed in the public walkways
- No Vendor shall make any change or alteration to Town property.
- Vendors shall not block walkways, fire exits or other Vendors' spaces.
- Vendors will post their name and address in a prominent spot within their space.
- The **COLLINGWOOD DOWNTOWN FARMERS' MARKET** or management shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- The CDFM Manager, or designate, shall have the right to approve or disapprove any signs, decorations, or displays in the Vendor's space and to request changes or removal.
- Canopies, tents, umbrellas, etc. must be anchored by weights to insure the safety of the public, as well as compliance with the fire and safety standards.
- Prepared Food Vendors must display their Simcoe County Health Unit approval certificate.

- The Vendor shall sell from their space(s) only those products, which have been pre-approved by the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** management.

Vendor Responsibility

- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the Market as a result of negligence or willful default on the part of the Vendor or their employees.
- The **COLLINGWOOD DOWNTOWN FARMERS' MARKET** will carry Public Liability Insurance on the Market area to protect the Market and participants, and to protect the BIA for their actions on behalf of the CDFM.
- Vendors should also contact their insurance agents relative to their participation in the Market.
- Vendors shall label their items clearly by type and price.
- Vendors are responsible for keeping their space(s) neat and clean at all times.
- At Market close, Vendors are required to remove all items from their space(s) and leave the area clean and rubbish free. If a Vendor's area is not left clean, the manager will have the area cleaned at the Vendor's expense.

Regulatory Agencies

- Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the Vendor.

Penalties

- Any Vendor who contravenes any of the provisions of these Guidelines and Regulations is subject to the cancellation of their permit without refund.

Managing the Market

- The **COLLINGWOOD DOWNTOWN FARMERS' MARKET** may employ or select a Market Manager whose duty will be to supervise the Market and carry out the above guidelines.

Collingwood Downtown Farmers' Market
Code of Conduct for Vendors

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1 PREAMBLE

Participating in the Collingwood Downtown Farmers' Market is a privilege which carries responsibilities and obligations. Vendors are held to a high standard and they are expected to become well informed on all aspects involving operations of the market. They are also expected to carry out their duties in a fair and professional manner. It is the responsibility of vendors to educate and supervise employees such that they understand the importance of preserving the integrity of certified farmers' markets.

The key principles that underline the Code of Conduct provide as follows:

- Vendors shall serve in a conscientious and diligent manner;
- Vendors shall seek to avoid conflicts of interest;
- Vendors are responsible for making honest statements and shall not make any statement when they know that statement is false, or with the intent to mislead others;
- Vendors who wish to make a formal statement about the market/ another vendor will do so in a professional manner by directly contacting market management

2 DISCREDITABLE CONDUCT

Vendors have a duty to treat all market participants appropriately and without abuse, bullying or intimidation. All vendors shall ensure that their work environment is utterly free and completely devoid of discrimination, and personal and sexual harassment.
Vendors shall abide by the provisions of the Human Rights Code, and, in doing so shall treat every person with dignity, understanding and respect.
In accordance with the Human Rights Code, vendors shall not discriminate against anyone on the basis of their race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.
In accordance with the Human Rights Code, harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Vendors shall not:

a) Make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom they are directed or are about;
b) Display materials or transmit communications that are inappropriate, offensive, insulting or derogatory;
c) Make threats or engage in any abusive activity or course of conduct towards others;
d) Vandalize the personal property of others;
e) Commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching; or
f) Refuse to converse or interact with anyone based on any ground listed in the Human Rights Code

3 CONDUCT RESPECTING MARKET MANAGEMENT STAFF

Vendors shall acknowledge that only the market management staff has the authority to delegate or process policy. Vendors shall be respectful of the role of staff. Vendors shall remain professional and well-mannered when interacting with the market staff.
No vendor shall use, or attempt to use, their influence for the purpose of intimidating, threatening, coercing, or commanding any staff member with the intent of interfering with that person's duties.

4 COMMUNICATIONS/ COMPLAINTS

Informal and Formal Complaints

Vendors will respect the decision making process of the market staff.

Upon reviewing these decisions if a vendor would like to communicate information related to the decision they are to remain in direct contact with the market management staff, and not interfere with fellow vendors' business and sales.

Any individual who has identified or witnessed behaviour or activity by a fellow vendor that appears in contravention with the Code of Conduct may address his or her concerns in the following manner:

a) Advise the market management staff of the behaviour or activity contravenes the Code of Conduct;
b) If applicable, confirm to the market staff his or her satisfaction or dissatisfaction with the response to the concern identified;

Any individual filing a complaint should keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information.

Vendors shall only speak on behalf of themselves and no other vendors or market participants.

Upon submitting a Collingwood Downtown Farmers' Market application all vendors are expected to follow the Code of Conduct.

I acknowledge that I have read and understand the guidelines of the Code of Conduct and so hereby agree to abide in good faith with the management of the COLLINGWOOD DOWNTOWN FARMERS' MARKET and to co-operate with the other vendors.

Name of Vendor (printed) _____

_____ _____

Signature of Vendor **Date**