



# MOUNTJOY FARMERS MARKET VENDOR

**2020**

SATURDAY MORNINGS

9 AM- NOON

MOUNTJOY HISTORICAL PARTICIPARK | 600 Riverside Drive | July 4 – October 10

Porcupine District Agricultural Society

## RULES & REGULATIONS

The Mountjoy farmers Market is managed by the Porcupine District Agricultural Society. They will approve vendors, enforce rules/regulations, approve vendors spots, promote the market and have a designated representative present on each market date.

Due to the changes in the worlds current situation of COVID 19 we have had to make a few changes to this years farmers market to comply with government regulations' and for the health and safety of customers and vendors.

- Vendors are required to fill out a Mountjoy Farmers Market Application, and Porcupine Health Unit Application if you are selling food of any kind.
- The set up time is Saturday mornings from 8 am. All items must be removed from the tent at the end of the market. Take down may not occur until 12pm unless sold out. Each vendor is responsible for returning their spot to the original condition upon leaving.
- You will be assigned the same space each week. You must put up your own tents, tables and chairs. If you do not have a tent the Porcupine Agricultural Society can loan you one for the season. We only have a few available. You will be required to transport the tent to and from the market and will be responsible for its care. We will collect the tents on the last season day of October 10, 2020 You must also supply your own tables and chairs.
- Vendors tables must be ready before market opens and no items can be sold before 9 am
- Displays must be professional in appearance. The market representative reserves the right to inform vendor to remove any product or material deemed to be offensive or unsafe
- Your displays of products, stands and other materials used at your booth shall not interfere with the displays of other vendors. All displays will be self-contained and supported
- Sales must be conducted in an orderly business manner. Shouting or aggressive solicitation is not permitted. Any complaints brought forward will issue first a verbal warning to the vendor, followed by a written notice and then removal from the market.
- Under NO circumstances will any vendor permit staff or employees to be in the state of intoxication while on the premises. Anyone failing to comply with this policy will be asked to leave the premises immediately

- Any damages or theft occurring to the vendors property during transportation, set up, take down, exhibit hours, after hours and in any other matter will be the sole responsibility of the vendor. The Porcupine District Agricultural Society will not take any responsibility or liability.
- If you need electricity please indicate on application. You must supply your own (approved) extension cord. Vendors using electricity must have a fire extinguisher at their station

### COST TO BE A VENDOR 2020 MOUNTJOY FARMERS MARKET

It is encouraged that vendors commit to a full season attendance for consumer consistency. If there will be a known absence please communicate with the market representative as soon as possible

A. Per Season July 4 – October 10 2020

Local Vendor \$300

Non-Local Vendor \$360

Seasonal Vendors include 15 weeks of markets.

Seasonal vendor memberships must be paid in full before or at the beginning of the first market date on Monday July 4, 2020

Local is anyone who pays taxes to the City of Timmins

Membership can be paid by cash or cheque. Cheque can be made payable to the Porcupine District Agricultural Society

The Mountjoy Framers Market will open Saturday July 4, 2020. The Market will run every Saturday, rain or shine, until October 10, 2020 from 9 am – Noon at 600 Riverside Drive at the Mountjoy Historical Participark. The fees only include regular farmers market dates, any addition added markets there are additional fees to attend.

# MOUNTJOY FARMERS MARKET APPLICATION FORM 2020



Name of Business (if applicable) \_\_\_\_\_

Name of Vendor \_\_\_\_\_

Mailing Address \_\_\_\_\_

Town/Township \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

Website or Social Media \_\_\_\_\_

Type of Vendor \_\_\_ Producer \_\_\_ Prepared Food Vendor \_\_\_

Is electricity required? \_\_\_\_\_ What is electricity required for? \_\_\_\_\_

Products for sale

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## FULL SEASON

Local \$300 \_\_\_\_\_

Non- Local \$360 \_\_\_\_\_

Expected Absences \_\_\_\_\_

I, (please print name) \_\_\_\_\_ has read and understand all policies and procedures of the Porcupine District Agricultural Society and the Mountjoy Farmers Market

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email to Patsy Schmidt @ [mountjoyfarmersmarket.timmins@gmail.com](mailto:mountjoyfarmersmarket.timmins@gmail.com)

These are challenging times and Market operations have had to change to ensure customer and vendor safety. In order for Markets to continue to operate, Market staff, vendors and customers will need to all work together and adapt to the recommended policies and procedures from public health officials. This will not be easy as Markets are usually very social and hospitable places, but during Covid-19, **it is not business as usual**. We ask all Market stakeholders to be flexible, kind, and accommodating in order to continue supporting farmers' markets, farmers, small businesses and a resilient local food system.

Market staff and volunteers have an especially important role to play in supporting vendors in adapting and following best practices for booth set up and customer flow management.

### Public Health Recommendations and Requirements

The overall purpose of these recommendations and requirements is to:

1. Promote and enforce physical distancing - 2 metres (6 feet) from others
2. Minimize common hand-touch surfaces and provide supplies to promote proper hand hygiene.

#### **Public Health recommendations and requirements:**

- Establish/enforce a “one person per family” shopping requirement.
- Develop a plan including stand layout and circulation routes for vehicles and people. Try to establish one-way traffic/customer circulation. Use barriers (traffic cones/pylons) with arrows to direct the flow through the Market.
- Have clear “enter market here” and “exit market here” designations. Separate entrances and exits will allow for easier active monitoring and control over crowds.
- Limits need be set as to how many people can enter the Market area.
- Volunteers or staff should be present to direct people into and out of the Market and to ensure customers do not hang around and socialize within.
- Organizers/vendors must have e-commerce options available for customers to pre-order and pre-pay to reduce cash handling at market.
- Have a plan to control line-ups for individuals waiting to get into the Market. This should include physical distancing in line and encouraging “no smoking”.
- Hand sanitizer and/or hand-washing supplies must be readily available for all vendors and customers.
- Only essential items, such as food, shall be sold or offered for sale.
- No food samples can be distributed to customers.
- No seating areas or ‘play areas’ can be set-up.
- Vendors should minimize displays and offer pre-packaged foods at rounded prices, to reduce cash handling.

## Stand Set-Up

- Use tables and other barriers to ensure customers keep a safe distance from you and your products. For example, a double table setup (a table in front of the table you store your products on) is effective in achieving physical distancing between vendors and customers.
- Consider all sides of your booth. To prevent customers being tempted to approach your booth from the side, ensure that area is also blocked or expanded to ensure a safe distance is maintained.
- Ensure there is ample space for lines to form in front of your booth, with customers keeping a 6-foot distance from each other. Use line delineated barriers (pylons or stanchions) provided by the Market or that you construct.
- Have hand sanitizer available for both you and your customers.

## Customer Interactions/Sales

- Ensure all products are packaged and kept behind your table as recommended in the above section. This ensures customers will not handle your products before they have been purchased.
- Consider a plexiglass barrier hanging from your tent to separate shoppers from you and your products.
- Masks are recommended. Knowing that PPE is in short supply, use equipment that is homemade.
- Keep a 2 metre (6 foot) distance from customers at all stages of making a sale. This may involve having an alternative vessel for customers to put cash in that is a safe distance from you, having a pick up table to the side of your booth where you place purchased products so customers can pick it up from there, rather than you handing it to them.
- Consider alternatives to cash, such as online pre-order/pre-pay, or portable debit/credit systems.
- If using cash, it is recommended that, you keep the cash you receive separate from the cash you use to make change. Viruses can live on surfaces for up to 72 hours. If the cash you are using to make change has been isolated for this length of time, you will be handing clean cash back to your customers, stopping potentially infected cash from circulating throughout the Market.
- Try to round your prices to dollar values that will not require change. Have a designated area on the buffer table for customers to leave cash. When cash from a number of customers accumulates, put on gloves and remove it, keeping it separate from the clean cash that you are using to make change.
- Avoid lengthy conversations with your customers. The goal is to have customers **get in and get out**, so please encourage this in your own interactions as well.
- Sanitize your hands after every customer interaction.
- If customers touch your product without purchasing it, sanitize that item, remove it from your stock, or require the customer to purchase it.

### **Customer recommendations and expected behaviours at Market**

Since it is not business as usual at the Market, customers also have to adapt their behaviours. Signage should be created for the market to prompt these behaviours and vendors can help educate their customers on these new expectations, which include:

- Sending only one family member if possible to do shopping.
- Visit the Market website and connect via email or online store to preorder and prepay for products so that they can be easily picked up at market.
- Read and follow all market signs that communicate pedestrian traffic flows and other Covid-19 measures.
- Maintain physical distancing from other vendors and customers (2 meters).
- Do not eat food at the Market.
- Get in and get out

We understand this is an enormous change from business as usual at the Market. We need to remain diligent with these measures now so that we can return to all the fun and enjoyment the Market brings in the the near future.

Be Safe!