



### **McNab/Braeside Market Rules**

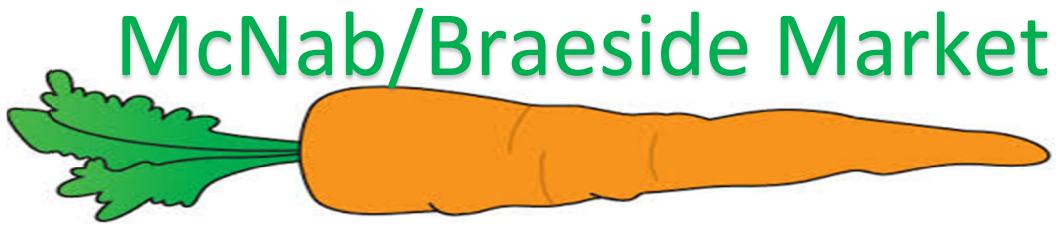
1. The McNab/Braeside Market shall run on Saturdays only from 8:00 am to 12:00 pm from Victoria Day weekend until Thanksgiving weekend.
2. The Market shall be overseen by the Market Clerk who shall be responsible for all administrative matters of the market including vendor selection, stall assignment and vendor compliance with Market Rules and requirements. Market Clerk shall approve vendors based on the rules below and reserves the right and responsibility to accept or decline an application based on their best judgement. Vendor disputes, if any, shall be resolved by the Township of McNab/Braeside's CAO/Clerk.
3. Farm vendors shall comprise a majority of total market vendors where possible. A farm means a farm in a rural area with a barn, silo, field, etc. with a full-time farmer OR a hobby farm in a rural area with fields and a farmer on a part-time basis OR a producer who grows only local produce on their own property or a common gardening area. A Market Vendor is an owner of a business who is growing, raising, producing or creating all other items offered for sale within a 100 km radius of the McNab/Braeside Market.
4. All produce and products must be fresh, new of and market value.
5. All prepared products (baking, preserves, honey, maple syrup, etc.) shall be labelled with all ingredients, name and phone number. All products must follow local, provincial and federal regulations.
6. No flea market type pricing or offering distress/discount pricing during or at the end of the market days shall be permitted. No retailing shall be permitted.
7. Each vendor shall be responsible for the clean-up of his/her stall area at the end of each market.
8. The McNab/Braeside Market, Market Clerk and each of its affiliated vendors shall adhere to the following principles of ethical conduct:
  - a. The Market Clerk and each of its affiliated vendors shall undertake the obligation to insure that fellow vendors, customers and the public in general enjoy an environment free of harassment, either physical or verbal; i.e. abusive or inappropriate language, abusive or inappropriate physical actions, directed from one to another vendor or directed from a vendor to a member of the public.
  - b. The Market Clerk and each of its affiliated vendors shall undertake to maintain a standard of cleanliness in the area(s) of their allocated stand(s) and the market in general.
  - c. Market Clerk and each of its affiliated vendors shall respect and ensure the safety of the public by not obstructing pedestrian walkways.
  - d. The Market Clerk and each of its affiliated vendors shall actively participate to maintain the high standards of products offered to the public.
  - e. To insure the application of the above principles, the Market Clerk and/or Township shall have the power to institute disciplinary and corrective proceedings including verbal and written warnings and suspension or expulsion from the market dependent upon the severity of the violation.
9. Vendors shall refrain from smoking in and around the public areas of the market.

McNab/Braeside Market  
Vendor Permit Fees

Full-time Seasonal Space Single Stall 10' X 10'  
\$130/Season

Full-time Seasonal Space Double Stall 20' X 10'  
\$260/Season

Weekly Space 10' x 10'  
\$20.00/week with a four-week minimum to a maximum of \$140.00 per stall per season



# McNab/Braeside Market

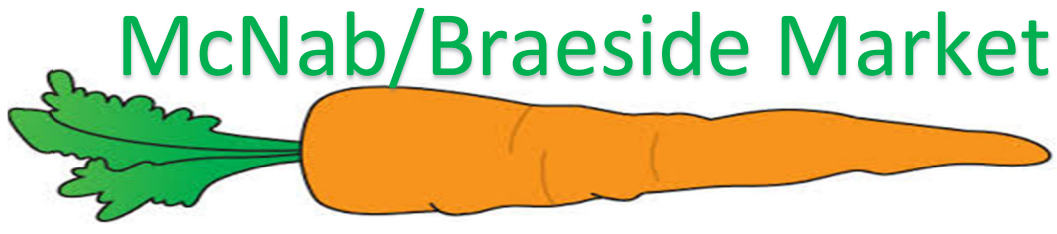
## Vendor Application Form

Business Name:		Owner's Name:	
Address:			
Town:		Province:	
Postal Code:		Telephone:	
Email:		Website:	
Describe your business and products you will be bringing (30 words or less)			
Start Date:		Finish Date:	
No. Stalls Requested (circle one)		(1) or (2)	
Other Info/Requests:			

I (please print) \_\_\_\_\_ have read and agree to abide by the rules and regulations (see #5 in vendor instructions) of the McNab/Braeside Market.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>McNab/Braeside Market Use Only</b>			
Date Received:		Date Approved:	
Permit #:		Stall(s) Allocated:	



## Vendor Application Instructions

Please read this page carefully before filling your vendor application as the information explains your agreement with the McNab/Braeside Market. Also please add a signed copy of the Agreement between the Township of McNab/Braeside's Market and the Vendors to your application.

- 1. Membership Fees:** The fee for 2015 is \$130.00 and \$260.00 for maximum of 2 stalls. Please make cheque payable to the Township of McNab/Braeside. A \$25.00 fee is charged for N.S.F. cheques; your application will be held until appropriate fees are paid.
- 2. Renewal Deadline:** The deadline for renewing your application and thereby keeping your membership on the market for the next season is February 28, 2016.
- 3. Refund Policy:** All members' requests for refund will be subject to a \$25.00 deductible for administrative purposes. Full refunds (\$130.00/stall less the \$25.00 admin fee) will be remitted if requests are made before the opening of the Market in May. Requests from May to end of June will be reviewed based on the vendor's attendance and a pro-rated refund given less the \$25.00 admin fee. No requests will be accepted after June 30, 2015.
- 4. Information Needed:** Please ensure that you fill out all sections. You have to describe your **local** business in 30 words or less. This is an important section as the information will determine if you meet the selection criteria. This information will also be used (as much as possible) to describe your business on our website. Your description should be complete and accurate as the introduction of new products at a later date might not be accepted.
- 5. Your Agreement with the Township:** Your signature on the form is your agreement to respect the rules and regulations of the McNab/Braeside Market stipulated in the following documents: By-Law to Regulate a Public Market in the Township of McNab/Braeside No. 2015-48. The rules and regulations outlined in these documents will be enforced. Violators may be asked to leave. The Market Clerk reserves the right to make such decisions.
- 6. Mail to:** Once duly completed and signed, your application and fees should be sent to Township of McNab/Braeside, 2508 Russett Drive, R. R. 2, Arnprior, Ontario. K7S 3G8.
- 7. Vendor's Permit:** A copy of your form with your allocated stall number(s) when approved will be returned to you as your Seasonal Vendor's Permit for 2015.
- 8. Selection Guidelines:** All products to be offered for sale will be juried by the Market Clerk to ensure they are produced by the applicant, and are compatible with the other products sold at the Market. For **returning members with new products, and new members**, samples must be presented to the Market Clerk at least a week before Market day; no jurying will take place during the market.
- 9. Approval:** The Market Clerk reserves the right to refuse acceptance of any applicant or product that is not in keeping with the rules, regulations or standards of the McNab/Braeside Market. Applicants may write to the Township's CAO/Clerk to reconsider decisions made.
- 10. Questions.** If you have questions, please do not hesitate to contact, Rachel Dupuis, Market Clerk at (613) 623-0950.



## Vendor Agreement

Each vendor placing goods for sale on the McNab/Braeside Market must agree to and comply with the terms set out by this Agreement.

1. Each vendor shall pay a fee to the Township of McNab/Braeside in the amount designated by the Township. Cheques should be made payable to the Township of McNab/Braeside. The 2015 per stall fee structure is: Permanent/Seasonal - \$130.00 Membership fee per season/per stall. Daily Vendor - \$20.00 fee per day/per stall to a maximum of \$140.00 per stall per season. Refund will be in accordance with the Refund Policy.
2. McNab/Braeside Market hours are Saturday 8:00 a.m. to 12:00 p.m. for all Permanent/Seasonal and Daily Vendors. Vendors are expected to remain at their stand during the whole period of sale, i.e. from 8:00 a.m. to 12:00 p.m. unless previously arranged or because of extreme weather.
3. Each permanent/seasonal vendor must be present on the market a minimum of 15 days throughout the market season or forfeit the right to renew his/her allocated stall(s) (or same in close proximity) for the next year. An attendance record will be kept by the Market Clerk.
4. Each permanent/seasonal vendor must be on the Market by 8:30 a.m. on designated market days or his/her stall(s) may be reallocated to an existing permanent/seasonal vendor or rented to a daily vendor, respectively. Market vendors shall not remain on the market grounds past 1:00 p.m. on any market day.
5. 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 Market Clerk to temporarily reallocate empty stalls for a more organized market.
6. Vendors are limited to having two stalls on the Market and when possible, these stalls should 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.
7. Stalls that become available will be allocated and assigned by the Market Clerk taking into account the Market's objectives and priorities.
8. Vendors must adhere to the Market Rules and other requirements as set by the Township of McNab/Braeside.
9. The vendor agrees 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 Market Clerk. All crafts for sale must be produced by the vendor and approved by the Market Clerk.
10. Vendors of foods (e.g. baked goods, preserves, produce, frozen foods, hot foods, honey, maple syrup, etc.) and other goods are responsible to comply with provincial and federal safety and product identification requirements. All products offered for sale are subject to inspection by the Township of McNab/Braeside, Renfrew County Health Unit, Province of Ontario, and/or Government of Canada.
11. All vendors agree to allow for an inspection of their product(s) and premises, if the need arises.

- 12.** The vendor agrees to accept full responsibility for any loss, damage or accident occurring on the Market as a result of negligence or wilful default on the part of the vendor.
- 13.** Each vendor agrees to keep his/her stall(s) area clean and tidy at all times and must clean up his/her stall(s) before leaving the Market at the end of the market day.
- 14.** Each vendor agrees to keep the area in front of his/her stall free of tables, boxes, signs or other objects.
- 15.** Each vendor agrees to have their picture and/or products appear on the McNab/Braeside Market web page, social media pages or other advertisements for the McNab/Braeside Market.
- 16.** A vendor's permit cannot be transferred to any other individual or organization by the permit holder.
- 17.** Vendors who do not comply with the terms of this agreement might have their permit revoked.
- 18.** Each returning vendor who is interested in renewing his/her membership and agrees to comply with the terms of this agreement must submit his/her application and remit the required fee for the new Market Season by February 28 of that year.

Dated: \_\_\_\_\_ Signature \_\_\_\_\_