



2024 Nathan Phillips Square Farmers Market Application

Dear Nathan Phillips Square Farmers Market Vendor;

Spring has sprung and we are definitely looking forward to sunnier skies after the greyest winter on record!

I am pleased to enclose your Application Form for the Nathan Phillips Square Farmers' Market for 2024. Thank you for your consideration.

We are pleased to announce that the 2024 market rates will remain the same as the 2023 season rates!

They are 17 market dates confirmed this season.

THERE IS ONE POTENTIAL ADDITIONAL MARKET DATE TO BE CONFIRMED, Wednesday, October 2, 2024.

Load-in date/s and time/s follow:

7:00 am – 8:00 am

Event date/s:

June: 5,12,19,26/ 2024

July: 3,10,17,24,31/ 2024

August: 7,14,21,28/ 2024

September: 4,11,18,25/ 2024

October 2: TBD

Load-out date/s and times/s:

September 25 or October 2 – TBD

2:00 pm – 3:00 pm

Please read the rules and regulations before completing the application form. Thank you.



Insurance must cite Nathan Phillips Square Farmers' Market, 100 Queen Street West, ON, M5H 2N1, Red Onion Event Management and The Corporation of the City of Toronto as Additional Insured.

COMMERCIAL GENERAL LIABILITY

(minimum limit to be evidenced - \$2,000,000.00 , unless otherwise requested, e.g. piling/shoring limits are higher)

Policy No. / Insuring Co.

Effective Date - (dd/mm/yy)

Expiry Date (dd/mm/yy) Coverage (per occurrence)

PROVISIONS OF AMENDMENTS OR ENDORSEMENTS OF LISTED POLICY(IES)

Commercial General Liability is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability and Non-owned Automobile Liability.

Nathan Phillips Square Farmers' Market, 100 Queen Street West, ON, M5H 2N1, Red Onion Event Management and The Corporation of the City of Toronto as Additional Insured, but only with respect to liability arising out of the operations of the Insured for which a permit, licence or agreement has been issued by the City of Toronto.

The Commercial General Liability policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each but nothing shall operate to increase the limits of liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured

Please send your cheque payment to the following.

All cheques will be deposited Monday, May 27, 2024.

Thank you.

Please address cheques to:

**Jennifer Forde,
Red Onion Event Management,
1991 Victoria Park Avenue,
Unit 12
Scarborough, ON, M1R 0C9**



Please also read The Code of Ethics aimed at increasing transparency at the Nathan Phillips Square Farmers' Market. If you feel that you meet all the criteria on this Code of Ethics please sign it and the Anti-Harassment Form.

The Application, Insurance Document, Anti-Harassment Form, Code of Conduct, Code of Ethics, Temporary Food Establishment Form and Cheque, must be received by Thursday, May 23, 2024, before stalls will be assigned.

We look forward to celebrating the summer with you and the Nathan Phillips Square Farmers' Market Family.

Take good care!

Blessings and thanks.

Best,

Jennifer Forde

Development Manager
Nathan Phillips Square Farmers' Market
npsfarmersmarket@gmail.com
@npsfarmersmarket

Wednesdays,
8:00 am-2:00 pm ET
June 5, 2024 - September 25, 2024

NATHAN PHILLIPS SQUARE
TORONTO CITY HALL
100 Queen Street West, Toronto, ON



2024 Nathan Phillips Square Farmers' Market - APPLICATION FORM

PREVIOUS VENDORS HAVE PRIORITY:

They are 17 market dates confirmed this season. **THERE IS ONE POTENTIAL ADDITIONAL MARKET DATE TO BE CONFIRMED, Wednesday, October 2, 2024.**

Load-in date/s and time/s: 7:00 am – 8:00 am

Event date/s:

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October 2: TBD

Load-out date/s and times/s:

September 25 or October 2 – TBD

2:00 pm – 3:00 pm

FARM/BUSINESS NAME: _____

A.. VENDOR FIRST AND LAST NAME: _____

B. VENDOR FIRST AND LAST NAME: _____

BUSINESS CONTACT FIRST AND LAST NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

BUSINESS E-MAIL: _____

A. VENDOR CELL #1: _____

B. VENDOR CELL #1: _____



PRODUCTS TO BE SOLD, INCLUDING DIETARY CONSIDERATIONS (PLEASE DESCRIBE IN DETAIL)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Please note all fare must be Ontario product, meat, cheese, and fruits and vegetables.

Vendors must grow/produce 70% of what is sold.

No crafts.

All baked goods and homemade jams must be prepared in a kitchen inspected by their local Health Department.

Eggs, meat and cheese must be refrigerated.

Farm Business Registration # _____

Farm Association Membership (please check one) CFFO OFA

The reference is to verify that the applicant is a producer.

Reference (Ontario Ministry of Agriculture & food employee.)

Name _____

Phone _____



I PERSONALLY GROW FOR SALE AND OR
I ALSO HOPE TO SELL THE FOLLOWING FARM, MARKET PRODUCTS
(TO BE REVIEWED WITH THE MARKET DEVELOPMENT MANAGER)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

2024 VENDOR MARKET FEE:

The 2024 Vendor fees will remain the same as the 2023 Vendor fees!

Single, 10" x 10" Tent = \$1,050 for the entire 2024 season

Double 10" x 20" Tent = \$1,530 for the entire 2024 season

Stall 10'X 10':\$1,050

Stall 10'X20' :\$1,530



All vehicles must be able to park within the designations of the 24 foot stall width.

A 20' x 13 vehicle can maneuver within the stall dimensions.

Vendors with oversized 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.

The Application, Insurance Document, Anti-Harassment Form, Code of Conduct, Code of Ethics, and Cheque, must be received by Thursday, May 23, 2024, before stalls will be assigned.

All vendors must provide a letter written on their insurance company's letterhead showing proof of General Liability Insurance for two million dollars citing Nathan Phillips Square Farmers' Market, 100 Queen Street West, ON, M5H 2N1, Red Onion Event Management and The Corporation of the City of Toronto as Additional Insured.

The Application, Insurance Document, Anti-Harassment Form, Code of Conduct, Code of Ethics, Temporary Food Establishment Form and Cheque to:

Please Make Cheque Payable to:

Jennifer Forde, Red Onion Event Management

1991 Victoria Park Avenue,

Unit 12

Scarborough, ON, M1R OC9 redonionevents1@gmail.com



Nathan Phillips Square Farmers' Market - Code of Conduct

- Only one vehicle per stall. All other vehicles must park elsewhere.
- When moving on the square, a person must walk in front of your vehicle as the driver proceeds.
- If you have no one to walk in front of your vehicle the Market Manager is available on such an occasion.
- Behaviour in a disorderly, abusive or other manner not acceptable to the Farmers' Market Management, Committee or Toronto City Hall Representatives will not be permitted.
- The market will be inspected by an Inspector from Toronto's Health Unit.
- Please always have a copy of the inspection report with you following .
- 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. or business
- Signage, must cite, product, Ontario origin, cost with apt, engaging, product description
- Prominently display signage listing the name of their establishment as well as all product items and prices
- Properly install all signage, including safely securing all material and ensuring material is accurate, windproof, and not impeding access to the Vendor's booth and not staking signage in to the ground
- 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 are 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.
- Do not sell or distribute bottled water
- Do not cover any safety signage in the Square



Nathan Phillips Square Farmers' Market - Code of Conduct

- Ensure that all Vendors participate on every agreed Farmers' Market date as set out in the Event Schedule, rain or shine.
- Any vendor selling non-Ontario produce, meat, or cheese will be asked to leave.
- All produce for sale must be Canada #1 grade.
- Stalls will be limited based on market product mix. Vendors will provide their own display tables and tents. One vehicle per stall.
- There shall be water station at each stall including a jug of clean water with a spigot and soap for Hand Washing and a container to hold dirty water.
- All garbage must be taken away by the vendor and not left on the Square.
- All Farm vendors must have a farm registration number.
- Red Onion Event Management has the right to terminate the agreement at will.
- All organic products must be certified by a certified organic organization.

Code of Conduct Violations:

- Vendors in violation of any rules, will be fined by the Market Management, on an escalating scale starting at \$30.00 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 one warning.
- With a second violation, the vendor's stall will be forfeited without refund.
- Vendors who do not comply with the rules will forfeit their stall without refund.

I acknowledge that I have read the Code of Conduct and agree to abide by it to the best of my ability. I understand that violation of the Code of Conduct may result in my membership being revoked should the Nathan Phillips Square Farmers' Market management deem it necessary to do so.

(Member Signature)



Nathan Phillips Square Farmers' Market - Code of Ethics

To assure transparency and growth in our industry on a basis of mutual respect, fairness and integrity, and ever-mindful of the public welfare, I, as a member of Nathan Phillips Square Farmers Market have adopted and do hereby subscribe to the Code of Ethics:

- Be a producer of locally grown/raised/made products.
- Offer for sale only merchandise in best quality condition.
- Present well-kept displays, plainly priced and described, with origin of product clearly marked.
- Sell an honest pack, well filled, and meeting stated grades.
- Use no false or deceptive statements.
- Adhere to the highest standards of honest advertising.
- Build business volume on customer confidence.
- Employ only professional, courteous and trained sales people.
- Maintain a clean, attractive market stall.
- Observe all laws of the North York Farmers Market.
- Be an active member of the North York Farmers Market.

I acknowledge that I have read the Code of Ethics and agree to abide by it to the best of my ability. I understand that violation of the Code of Ethics may result in my membership being revoked should the Nathan Phillips Square Farmers' Market management deem it necessary to do so.

(Member Signature)