



DOWNTOWN WINDSOR FARMERS MARKET DETAILS & POLICIES 2017 SEASON

The **Downtown Resident's Association (DRA)** has operated the **Downtown Windsor Farmers Market (DWFM)** for the past six years. The **DRA** is a group of volunteer citizens from the downtown area of Windsor who are committed to the vibrancy and well-being of their community. We thank you for your continued support.

2017 POLICY DETAILS

LOCATION: Pelissier Street between Wyandotte and Park Streets, including Maiden Lane.

SEASON & TIMES: Saturday May 27th to Saturday October 7th, 2017. The market will be open 8:00AM to 1:00PM. Vendors arrive between 6:00AM and 7:45AM. No Vendor, Entertainer, Volunteer will have vehicle access after 7:45AM until 1:00PM. Vendors have from 1:00PM to 2:00PM to pack up and tear down. Vendors should come prepared for all weather conditions.

PRODUCTS: Vendors must submit a list of products with their application form. Products sold at the DWFM must be GROWN, MADE, BAKED, or PRODUCED by the Vendor or be an artisanal Canadian product that is not readily available in grocery stores.

APPLICATION & SELECTION PROCESS: Vendors must choose the application which applies to them: Seasonal Vendors (attending ½ or the entire season); Occasional Vendor (attending only limited dates); Non-For-Profit (community groups/no sales). The General Manager will review applications. The DRA reserves the right to approve or disapprove of any application with or without cause. Vendors in breach of policy will be terminated from the Market.

Applications must be submitted with dates of attendance.

VENDOR SPACE:

All vendors must provide their:

- Table/s for product.
- Tent/Canopy in good repair.
- Table cloths, all health and safety supplies.
- Signage in compliance with DWFM regulations (see signage for further information)

Each 10x10 space is numbered. Vendors will be assigned a location by number on the date of the market. When possible, each Vendor's location is kept permanent based on the following guidelines:

1. FULL SEASON Vendors receive preferential first choice of locations based on requirements.
2. HALF SEASON Vendors (10 Days) receive second choice of location based on requirements.
3. OCCASIONAL Vendors receive a location around previous Vendors based on requirements. When possible, they will be offered the same location (if desired).
4. There are a limited number of Hydro sites and a limited amount of amperage. Full Season Vendors needing Hydro get preference. Vendors receiving Hydro are limited in what may be plugged in due to low amperage in the grid. The General Manager reserves the right to limit access.
5. There are limited numbers of sites in shade/sun. Vendors should be prepared for this natural occurrence.
6. Potable water is available. Vendors must bring their own pails/buckets.

7. The General Manager, DRA, and the DWBIA, from time to time, have reasons to adjust Vendor locations. Additionally, municipal authorities, from time to time, have reasons to adjust their policies. All Vendor locations are subject to change because of changing environmental considerations or safety without warning.
8. All Vendor vehicles SHALL be off site by 7:45AM. No Vendor vehicle will return until 1:00PM.

PERMITS/FOOD SAFETY: Vendors are responsible for obtaining all necessary licenses, permits, inspections and certifications for the sale of their products. This includes health and safety, labeling, etc. All persons handling food must maintain a high-level cleanliness. Vendors who are selling food should consider contacting the Health Unit if they have any concerns about compliance. Food Handling and Safety Courses are offered throughout the year and even online.

SIGNAGE: Each Vendor’s business name must be clearly displayed. All prices must be clearly marked and displayed prominently. Prices should not be altered during the day unless through verbal negotiation with customers. Signage and vendor presentation is very important. All vendors should strive for an attractive public appearance.

**DOWNTOWN WINDSOR FARMERS MARKET
2017 SEASON**

Full Season Fee:

- Twenty-One (21) Weeks - \$600 (\$5.70/Hour)

Half Season Fee:

- Ten (10) Weeks for \$350 (\$7.00/Hour)

Occasional Vendor Fee:

- \$40/Day (\$8.00/Hour)

**PLEASE MAKE ALL CHEQUES
PAYABLE TO:
DOWNTOWN RESIDENTS ASSOCIATION**

**YOUR VENDOR PROFILE WILL BE LISTED ON www.dwfm.ca AND THE DWFM Facebook Page!
You can contact the General Manager at info@dwfm.ca**

DWFM/DRA Legal Disclaimer

The Downtown Residents Association (DRA), its Board of Directors, and Contract Staff will assume no responsibility for loss of product, sales, inclement weather, volume of patrons/customers, theft from parked vehicles, damage to Vendor equipment, theft from week-to-week storage, or loss of sales due to early closure of market (unforeseen circumstances) and/or safety concerns. There are no Vendor refunds.

Vendor Signature _____ DATE: _____





**DOWNTOWN WINDSOR FARMERS MARKET
APPLICATION FORM
2017 SEASON**

Vendor Name:

Company/Business Name:

Cell:

E-mail:

Address:

City:

Postal Code:

VENDOR:

Farmer/Producer

Food Vendor

Artisan

Website:

Facebook:

Twitter:

Instagram:

Please list all product that you will be selling and give as much detail as possible (this could influence your application). If you are requesting hydro, please list what appliance you plan on bringing

Number of 10 x 10 Spaces Required:			
Hydro Required:		YES	NO
Payment:	Cheque #:	Are you selling Prepared Food?	YES NO
SIGNATURE			
I have read, understand and agree with the Details and Policies that are listed in this application. (Initial)_____			
SIGNATURES			
Print Name		Signature:	

Date of Submission: _____

**PLEASE MAIL APPLICATION TO:
GENERAL MANAGER
c/o Steve Green
521 Lincoln Road
Windsor, ON
N8Y 2G6**

**OR EMAIL APPLICATION TO:
info@dwfm.ca**

