



2021 SEASON DOWNTOWN WINDSOR FARMERS MARKET DETAILS & POLICIES

www.dwfm.ca

The **Downtown Windsor Farmers Market (DWFM)** is presented by the **Downtown Windsor Business Improvement Association (DWBIA)**. The **DWBIA** works to ensure that downtown Windsor is the preferred place to work, visit and live. The **DWBIA** exists to effectively represent the interests of all its member sectors as they relate to the economic, political and social vitality of the downtown business district. You can find out more about the work of the **DWBIA** at their website located at downtownwindsor.ca. The **DWFM** and the **DWBIA** thank you for your continued support of the **Downtown Windsor Farmers Market (DWFM)**.

2021 POLICY DETAILS PLEASE READ CAREFULLY

MARKET LOCATION: Pelissier Street between Wyandotte and Park Streets, including Maiden Lane West. Parking and vending space includes the Pelissier Street Parking Garage.

REGULAR SEASON DATES & TIMES: Saturday May 1st to Saturday October 30th, 2021. The regular season market will be open 8:00AM to 1:00PM (Oct. 16th, 23rd, 30th, Market starts at 9:00 AM). Vendors can begin to arrive after 6:15 AM and set up must be complete by 7:30 AM in order to prepare for COVID-19 restrictions on the Market Site. No Vendor, Entertainer, Volunteer will have vehicular access to Market Site after 7:30AM and this will remain in effect until 1:00 PM. Vendors have from 1:00 PM to 2:00 PM to pack up and tear down. Vendors should come prepared for all weather conditions. There is no week-to-week storage for Vendors. Vendors who arrive later than 8:00 AM will not be permitted to set up. No exceptions. Vendors who are chronically late or who cancel will not be allowed to continue at the DWFM.

WINTER MARKET SEASON DATES & TIMES: The Winter Market typically begins the first Saturday in November. This year, that means Winter Market will begin Nov. 6th to Dec. 13th, 2021. The Winter Market will run from 9:00 AM to 1:00 PM.

PRODUCTS: Vendors must submit a list or details 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. Management of the **DWFM** reserves the right to ask any Vendor to remove any product from sale at any time during the season.

APPLICATION & SELECTION PROCESS: Vendors must choose the dates which apply to them: Full Season Vendors; Part-Time Vendors (attending ½ or the entire season); Occasional Vendor (attending only limited dates); Not-For-Profit (community groups/no sales/no tickets/no money exchanged). The General Manager will review vendor applications and make the final decision. The **DWFM** 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.

ALL VENDORS MUST PRE-PAY THEIR DATES PRIOR TO ATTENDING DWFM.
Applications must be submitted with requested dates of attendance.

2021 VENDOR INFORMATION – PLEASE READ CAREFULLY

VENDOR SPACE:

All vendors must:

- Provide Table/s for product.
- Provide Tent/Canopy in good repair.
- Manage the space around their Site within COVID 19 Protocols (including line up, social distancing)
- Provide Tablecloths, all health and safety supplies required (i.e., Handwashing Station), and certifications.
- Minimum 1** (50') heavy gauge extension cord **if Hydro is needed**. (1) Heavy duty Power bar if needed.
- Include Vendor Signage, bring own COVID 19 Protocol supplies (masks, sanitizer, etc.), prices, product information in compliance with **DWFM** regulations (see signage for further information)

Each approximate 12 x12 space is numbered on the pavement/ground. 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 a permanent and preferential first choice of locations based on requirements of their booth. The General Manager (GM) will assign this location in consultation with the Vendor and DWFM service requirements. Vendor application and approval will be numbered upon payment of full season. Occasionally, the GM needs to relocate vendors.
2. **HALF SEASON Vendors** receive second choice of location based on requirements. When possible, they may return to the same location. Service limits can affect location of all vendors.
3. **OCCASIONAL Vendors** receive a location around Full Season and Half Season 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 will receive preference. Vendors receiving Hydro are limited in what may be plugged into 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 from municipal system during REGULAR SEASON. Vendors must bring their own carrying containers. Partnering business(es) help with Water in WINTER MARKET Season.
7. The General Manager of **DWFM** 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 and approvals are subject to change because of changing environmental considerations or safety- without warning or advance notice.
8. **All Vendor vehicles SHALL be off site by 7:30 AM (Regular Season). No Vendor vehicle will return to the site until 1:00PM and AT THE INSTRUCTION OF MARKET STAFF AND VOLUNTEERS.**

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 prior to committing to the DWFM to ensure compliance. Food Handling and Safety Courses are offered throughout the year and even online. The DWFM is not responsible for Vendor Registration with the WECHU. Vendors who cannot follow Health Unit regulations will be asked to leave the DWFM (without refund) and/or asked to restrict the content of products brought to the DWFM for sale.

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. DWFM provided **COVID-19** precautionary signage should be displayed.

ALL CHEQUES PAYABLE TO "Downtown Windsor Business Improvement Association"
NO VENDOR SHALL ATTEND MARKET UNLESS THEIR DATE HAS BEEN PREPAID

**APPROVED VENDOR APPLICATIONS CAN PAY ONLINE/BY CHEQUE
ONCE THEIR APPLICATION IS APPROVED**

2021 DWFM **PLANT DAYS VENDOR APPLICATION**
PLEASE REMIT THE FOLLOWING PAGES!

YOUR Name:				
YOUR Business/Company/Booth Name:				
YOUR Cell: Business Phone Number:		E-mail:		
Address:				
City:		Postal Code:		
TYPE OF VENDOR (Check applicable)	<input type="checkbox"/> Seeds	<input type="checkbox"/> Plants / Plant Materials	<input type="checkbox"/> Artisan / Craft	<input type="checkbox"/> No Sales Information ONLY
Website:				
Facebook:				
Twitter:				
Instagram:				
Please list or describe products you expect to be selling during Plant Days 2021. Provide as much detail as possible (this could influence your application).				

I have read, understand and agree with the details and Policies listed in this application. **(Initial)** _____

Print/Type YOUR Name: _____ Signature: _____

Date: _____

2021 DWFM PLANT DAYS: CHECK ALL APPLICABLE DATES

May 22

May 29

June 5

June 12

2021 DWFM & DWBIA Legal Disclaimer

The DWFM & DWBIA, their Board of Directors, and Contract Staff/Volunteers will assume no responsibility for loss of product, sales, inclement weather closure, volume of patrons/customers, theft from vendor site or parked vehicles, towed vehicles, parking tickets, damage to Vendor equipment, theft of personal property, or loss of sales due to unforeseen early closure of market, closure of DWFM due to COVID-19 restrictions, or any unforeseen circumstances and/or safety concerns. Vendors registered for DWFM during a COVID-19 lockdown will receive refund for missed days.

There are absolutely no Vendor refunds with the exception of COVID 19 Lockdowns.

NO SMOKING ANYWHERE ON MARKET GROUNDS BY CITY OF WINDSOR ORDER.

By signing this application, you are indicating that you have read and agreed to the Terms of Agreement to be a Vendor at the DWFM in 2021.

Vendor Signature: _____ DATE: _____

**THE DWFM & DWBIA RESERVE THE RIGHT
TO ACCEPT OR REJECT ANY VENDOR APPLICATION**

**THE DWFM & DWBIA RESERVE THE RIGHT TO ASK VENDORS TO LEAVE
THE PERMITTED MARKET SITE FOR ANY REASON.**

**YOUR VENDOR PROFILE MAY BE LISTED ON dwfm.ca, downtownwindsor.ca
DWFM & DWBIA Facebook, Twitter & Instagram Pages! Pictures of staff, helpers
and your Vendor Booth *may* be uploaded to the Websites and Facebook.
Details or pictures of your products *may* be included on our social media sites.**

QUESTIONS?

**Contact STEVE GREEN (General Manager) at info@dwfm.ca
EMAIL SCANNED APPLICATION TO: info@dwfm.ca
ALTERNATIVELY, PLEASE MAIL PRINTED APPLICATION TO:
Steve Green
General Manager
82 Pulley Road
WHEATLEY, ON N0P 2P0**