



## 2024 SEASON DOWNTOWN WINDSOR FARMERS MARKET DETAILS & POLICIES

[www.dwfm.ca](http://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](http://downtownwindsor.ca). The **DWFM and the DWBIA** thank you for your continued support of the **Downtown Windsor Farmers Market (DWFM)**.

### 2024 POLICY DETAILS PLEASE READ CAREFULLY

#### **MARKET LOCATION:**

Pelissier Street between Wyandotte Street and Park Street.

#### **REGULAR SEASON DATES & TIMES:**

Saturday **March 30 to Saturday October 26, 2024**. The regular season market will operate between 9:00AM to 2:00PM. Vendors can begin arriving after **7:15 AM**, and set up must be complete by **8:30 AM**. No Vendor, Entertainer, Volunteer will have vehicular access to Market Site **after 8:30AM** and this will remain in effect **until 2:00 PM**.

Vendors have from **2:00 PM to 3:00 PM** to pack up and tear down. Vendors should come prepared for all weather conditions. There is no week-to-week storage available to Vendors. Vendors who arrive **later than 8:45 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. For safety reasons, **Vendors are not permitted to tear down before 2:00 PM**.

#### **PRODUCTS:**

Vendors must submit a list or details of products along 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. **Vendors are not permitted to sell or include any 'MLM' or "Network Marketing" products (per Farmer's Market Ontario (FMO) policy, of which the DWFM is a member).**

#### **APPLICATION & SELECTION PROCESS:**

Vendors must choose the dates which apply to them: Full Season Vendors (attending the entire season); Part-Time Vendors (attending ½ of 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 reject any application with or without cause. Vendors in breach of the policy will be terminated from the Market. The General Manager reserves the right to ask a Vendor to leave the Market site for Market infractions.

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

## 2024 VENDOR INFORMATION – PLEASE READ CAREFULLY

### VENDOR SPACE:

All vendors must:

- Provide Table/s for product.
- Provide Tent/Canopy in good repair, canopy weights are **mandatory** for each vendor.
- 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.
- **Provide their own (75') heavy gauge extension cord if Hydro is needed/approved an.** (1) Heavy duty Outdoor GFP Power bar, if needed. Indoor power bars not permitted.
- 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 Market Day. *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 to better align the market flow.
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. Repeat location is not always possible.
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. Vendors using hydro must provide their own extension cord. **Minimum 75' outdoor cord.** Maximum cords per vendor is two (2) **when available.**
5. There are limited numbers of sites in shade/sun. Vendors should be prepared for this natural occurrence.
6. Potable water is available from the municipal system. Vendors must bring their own carrying containers.
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, without warning or advance notice, due to changing environmental considerations.
8. **All Vendor vehicles SHALL be off site by 8:30 AM (Regular Season). No Vendor vehicle will return to the site until 2:00PM 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 must be displayed, when instructed by WECHU.

**POLICY FOR RELIGIOUS ORGANIZATIONS:** The DWBIA/DWFM promotes and maintains a neutral space that is free from the expression of any religious or creed-based preferences. Historically, we have not allowed religious/spiritually aligned organizations to promote any religion, theology, or spirituality. In keeping such a space, we ask that vendors refrain from displaying symbols of religions or spiritualities; from inviting patrons to a religious space; and, among other

religious/spiritually aligned activities, spread teachings from religious authorities. We do permit religious/spiritually aligned organizations to promote secular services they may provide, or programs that do not have religious ties. In some circumstances, programs and services cannot be made to be religiously neutral. If organizations conclude that their services or programs cannot be religiously neutral, we ask that they refrain from providing and promoting such services. If an organization is unable to provide services or promote programs that are religiously neutral, the DWBIA/DWFM cannot permit that organization to be a vendor at the Farmers Market. Kindly take the above into consideration in your application and in considering your organization's participation of its programs and services at the DWFM.

**NOTE**

Vendors who miss a scheduled appearance, without 24-hour advance notice, will forfeit their vendor's fee and will not be refunded. Vendors who miss a second appearance, without 24-hour advance notice, will be subject to a \$50 fine and will be required to pay this fine before returning to the Market. Vendors who miss a third appearance, without advance notice, will have their future dates cancelled and will not be refunded.

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

**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**

**2024 DOWNTOWN WINDSOR FARMERS' MARKET 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:	
<b>TYPE OF VENDOR</b> <b>(Check applicable)</b>	<input type="checkbox"/> Farmer/Grower <input type="checkbox"/> Fisherman <input type="checkbox"/> Butcher/Meats <input type="checkbox"/> Brewery/Winery	<input type="checkbox"/> Prepared Food Vendor (must register with WECHU)	<input type="checkbox"/> Artisan/Craft  <input type="checkbox"/> No Sales Information ONLY
Website:			
Facebook:			
Twitter:			
Instagram:			
Number of 12' x 12' Spaces Allocated: <b>1</b> (Please contact GM if more than 1 space is needed)			
<b>Hydro Request:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>(NOTE: You must bring your own, high quality 75' extension cord)</b>			
Please list or describe products you expect to be selling over the 2024 Season. Provide as much detail as possible (this could influence your application). <b>If you are requesting <u>hydro</u>, please list what electronic equipment you hope to bring. If you know the Watts, please include. (1500 Watts Maximum load) Hydro Users are required to bring their own high quality 75 ft. extension cord and outdoor power bar (if required). Maximum two (2) cords per vendor, when available.</b>			
<b>I have read, understand and agree with the details and Policies listed in this application. (Initial)</b> _____			
Print/Type YOUR Name: _____		Signature: _____	
Date: _____			



- 2024 Prepaid Full Regular Market Season Fee: \$50/Day - 31 Weeks = \$1,550**  
Season Guaranteed Permanent Location / No Hydro / Free Parking Pass supplied by DWFM
- 2024 Prepaid Full Regular Market Season Fee: \$55/Day - 31 Weeks = \$1,705**  
Season Guaranteed Permanent Location / Hydro / Free Parking Pass supplied by DWFM
- 2024 Prepaid Half Market Season: \$60/Day - 15 Weeks = \$900**  
No Hydro / Parking Pass supplied by DWFM
- 2024 Prepaid Half Market Season: \$65/Day - 15 Weeks = \$975**  
Hydro / Parking Pass supplied by DWFM
- 2024 Prepaid Occasional/Additional: \$75/Day – 1 Week = \$75**  
No Hydro or Parking Pass Provided
- 2024 Prepaid Occasional/Additional: \$80/Day – 1 Week = \$80**  
Hydro, No Parking Pass Provided

<b>PAYMENT: \$</b> _____	<b>Cheque #:</b> _____ <b>Online:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>ETF:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Are you selling Prepared Food?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>2024 DWFM REGULAR MARKET SEASON: CHECK ALL APPLICABLE DATES</b>				
<input type="checkbox"/> March 30	<input type="checkbox"/> April 6	<input type="checkbox"/> April 13	<input type="checkbox"/> April 20	<input type="checkbox"/> April 27
<input type="checkbox"/> May 4	<input type="checkbox"/> May 11	<input type="checkbox"/> May 18	<input type="checkbox"/> May 25	
<input type="checkbox"/> June 1	<input type="checkbox"/> June 8	<input type="checkbox"/> June 15	<input type="checkbox"/> June 22	<input type="checkbox"/> June 29
<input type="checkbox"/> July 6	<input type="checkbox"/> July 13	<input type="checkbox"/> July 20	<input type="checkbox"/> July 27	
<input type="checkbox"/> August 3	<input type="checkbox"/> August 10	<input type="checkbox"/> August 17	<input type="checkbox"/> August 24	<input type="checkbox"/> August 31
<input type="checkbox"/> September 7	<input type="checkbox"/> September 14	<input type="checkbox"/> September 21	<input type="checkbox"/> September 28	
<input type="checkbox"/> October 5	<input type="checkbox"/> October 12	<input type="checkbox"/> October 19	<input type="checkbox"/> October 26	

## 2024 DWFM & DWBIA Legal Disclaimer

The DWFM & DWBIA, their Board of Directors, Staff 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 a refund for missed days.

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

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

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 2024.

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](http://dwfm.ca), [downtownwindsor.ca](http://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](mailto:info@dwfm.ca)  
EMAIL SCANNED APPLICATION TO: [info@dwfm.ca](mailto:info@dwfm.ca)  
ALTERNATIVELY, PLEASE MAIL PRINTED APPLICATION TO:

Steve Green  
General Manager  
1237 Chilver Road  
Windsor, ON N8Y 2L2