



# Whitby & Brooklin Farmers' Market

Code of Conduct & Rules and Regulations – 2025

**\*SUBJECT TO CHANGE.**

## **All vendors will:**

1. *Treat customers, Market Manager, volunteers and fellow vendors with courtesy, patience and honesty.*
2. *Not act in a manner that is rough, menacing, vulgar, profane and abusive, including making anyone uncomfortable to be in the Market space.*
3. *Assist fellow vendors whenever possible.*
4. *Refrain from smoking or vaping within the market area, to maintain a clean and comfortable environment for all.*

**To ensure the application of the above principles, the Whitby Farmers' Market Manager shall have the power to institute disciplinary and corrective proceedings.**

- Each vendor is required to produce a minimum of 70% of the product they intend to sell at market. The main goal of the DRFMA is to promote buying local and the support of local producers therefore, whenever possible, it is important that any resell items you may wish to sell be from Ontario.
- We are an **outdoor market** that runs rain, snow or shine.
- Each non-seasonal vendor is expected to purchase a \$20 non-refundable membership at the beginning of the market season.
- **Vendors must arrive no less than 30 minutes before 8:30am (in Whitby) or 9:00am (in Brooklin) and set up in their designated location or risk being considered late. If a full-time vendor is not present 15 minutes before opening, the Market Manager may rent the stall to another vendor for the day.**
- **To avoid any stress and/or danger to vendors and customers, a loading and unloading schedule will be implemented.**
- **Vendors must keep their stalls open during market hours and not dismantle early unless authorized by the Market Manager. Vehicles can't move until the market closes. Vendors must leave no later than 1 hour after the market closes. Late departures, early departures, lingering after the market closes, or unsafe driving in the market area can result in disciplinary and corrective proceedings at the discretion of the Market Manager. \***
- Resale items are not permitted in the market when the item in question is available locally.
- Any new items that are not listed on the application form that a vendor wishes to add to their stall must be brought to the attention of the Market Manager and approved **before** being made available for sale.
- Your stall space is 10 feet x 10 feet (20 feet X 10 feet / 30 feet X 10 feet). That is the area your stall fee covers and that is the area you are permitted to make use of. Occasionally there may be days when a vendor will miss a market day. On these days the surrounding

vendors are encouraged to spread out to make the market appear fuller, but this is considered the exception to the rule.

- While we strive to offer exclusivity of product, there may be more than one vendor selling the same item at any time.
- It is the vendors' responsibility to keep the area around their stall(s) clean and remove any remaining items/garbage at the **end of market day**.
- Vendor vehicles are required to be out of the market area and each vendor should be ready for customers **before** the market is set to open. It is necessary that vendors unload and move their vehicle out of the market area **before** setting up their booths. This is for safety purposes as customers tend to come into the market early and other vendors need to unload their wares as well.
- There will be no small vendor vehicle parking within the perimeters of the market.
- Parking your vehicle next to your stall is not always guaranteed in Brooklin, to allow for adequate vendor spacing/layout.
- Payment of membership fees must be paid upon approval of application, acceptance into the market and before you set up on your first day of market.
- **Stall fees, when paying as a daily (pop-up) or a monthly basis are to be paid upon approval of application, acceptance into the market and before you set up on your first day of the market.**
- It is imperative that all concerns a vendor has must be addressed by the Market Manager immediately.
- To maintain Farmers' market status there are not to be more baker/crafter vendors accepted into the market(s) than we have farmer vendors. (i.e., if we have 3 farmers, we can only have a maximum of 3 bakers and/or 3 crafters)
- Washroom facilities for the Whitby Market are located inside the Whitby Public Library and are accessible after 8am. Washroom Facilities for the Brooklin Market include a port-a-loo on site, and public washrooms inside the Brooklin Community Centre & Library.
- Each vendor is responsible for adequate liability insurance coverage for the duration of their Farmers' Market Membership. Their proof of insurance is required along with their application form. COI must include The Town of Whitby as also insured. WFM bares no responsibility for any vendor property on the market.
- 48 hours' notice (**9:00am Thursday for Brooklin attendees, 9:00am Monday for Whitby attendees**) to the Market Manager is required if a vendor must cancel their scheduled market day. Notice of cancellation **must be** sent via email, text, or a phone call directly to the Market Manager.
- Vendors are required to display a vendor sign stating their farm or business name within their allotted space. 'Sandwich board' type signs in front of tables may be acceptable, if they do not impede traffic or block another stall from view. The use of such signs must be approved by management.

## **Brooklin Harvest Festival Event:**

- Any vendor wishing to be involved in the distinguished annual Brooklin Harvest Festival Event must be approved by the Market Manager and:
  - Have paid in full and attended a minimum of **8 scheduled market dates** prior to the event date.
  - If for any reason you are absent on a scheduled date prior to the event, you must reschedule a make-up date with the approval of the Market Manager to avoid forfeiture at the Festival Event.
  - Failure to comply with any of the previous stipulations regarding the Brooklin Harvest Festival will result in the forfeiture of involvement and any monies previously paid.
  - **New 2025 vendors unable to attend 8 market dates must pay the Brooklin Harvest Festival fee of \$375 in order to attend.**
  - **There are no exceptions.**

**Please print this document and keep a copy with you at the market and/or give a copy to whomever is running your stall.**