



Hespeler Village Market

www.hespelervillagemarket.com
hespelervillagemarket@gmail.com
P.O Box 29022
Cambridge, Ontario
N3C 0A0

HVM 2024 VENDOR APPLICATION

Please identify your vendor type (Select one)

FARMER

Primary grower of 1st quality produce, unless otherwise specified. All produce sold will be as listed on the application. Farmers will produce a minimum of 50% - 80% of the product offered for sale. Resale produce (only Ontario grown) can total maximum 20%, and it is strongly recommended to come from neighbouring farms. Vendors, if requested, must provide the Market Manager with verification that a minimum of 80% of the produce is home produced. This is to accommodate low produce availability at the beginning and end of season.

FOOD PRODUCER

Producer of processed foods ie, breads, desserts, cured meats, jams, sauces, pre-prepared meals ect. Must comply with health inspection policies of the Region of Waterloo and produce foods in a Health Department approved kitchen or premise

CRAFTER/ARTIST

A producer of hand-crafted artisan products such as jewelry, pottery, clothing, bags, artwork, knitted material, etc. All goods must be made by the vendor unless otherwise approved by the Manager. No importing and re-selling of goods is allowed unless approved by the Manager for a specific purpose ie; fundraising or funds donated to charity.

NON-PROFIT / COMMUNITY GROUP

Non-Profit/Community Groups are provided a space at no cost, for fundraising, promotional and educational purposes. They can choose to pay if they wish to attend more than four dates per season, upon approval of the Manager and committee. A group or organization may attend more than once per season free of charge based on availability.

BIA MERCHANT

The primary address of your business is within the defined boundaries of the Hespeler Village BIA.

BUSKER

A space is provided free of charge each week for musicians. The musicians may accept free will donations or sell copies of their own music or promote lesson programs or tickets to benefit performances. Buskers must sign a waiver of liability before busking as they are not covered under our insurance and are not allowed to play otherwise. The location and duration of play is at the discretion by the Market Manager. Buskers may be asked to move at any time and must be flexible and understanding about this.

Applicant Information

Business Name: _____ Date: _____

Contact Name: _____
Last First M.I.

Address: _____
Street Address

City Province Postal Code

Phone (w): _____ Phone (c): _____

Email: _____

Preferred Method of Communication: _____

Insurance Requirements

Do you sell alcohol?	YES	NO
Do you wholesale your products?	YES	NO
Do you own a storefront location?	YES	NO

If you have answered **YES** to any of the above questions then you will need to **provide an insurance certificate with the following requirements:**

1. List HESPELER VILLAGE MARKET as an Additional Insured.
2. A minimum of \$2M in General Liability Coverage

Items You Plan To Sell

Please provide a complete list of the items you plan to sell:

Social Media Marketing

Please identify your social media tags so that The Hespeler Village Market can tag and promote your business:

Facebook:	_____	Twitter:	_____
Instagram:	_____	Other:	_____

Photos from your social media accounts (if applicable) can be posted on Hespeler Village Market social media accounts and mailing list. YES NO

Dates and Fees

PLEASE NOTE: Fees DO NOT apply to **Non-profit/Community Groups OR BIA Merchants OR Buskers**

Rate	Price (per booth)	# Booths (10' x 10')	Total (\$)
Seasonal (17 Weeks)	\$360		
½ Season (9 Weeks)	\$250		
Per Day (Friday)	\$35		

Please select your preferred dates:

(Please note that after June 1, 2024, any further market date requests will be scheduled on a first come first serve basis):

June 7, 2024	July 5, 2024	August 2, 2024	September 6, 2024
June 14, 2024	July 12, 2024	August 9, 2024	September 13, 2024
June 21, 2024	July 19, 2024	August 16, 2024	September 20, 2024
June 28, 2024	July 26, 2024	August 23, 2024	September 27, 2024
		August 30, 2024	

Disclaimer and Signature

Please check the following vendor requirements for acknowledgement:

1. You **MUST** put down preferred dates or your application will be denied.
2. If a market day is canceled 48 hours prior to start or during the active market, due to reasons beyond the HVM control, no refunds will be issued. This includes acts of God, Government decree, COVID-19/pandemic/natural disasters, severe weather, or any legal authority. Please note that every effort will be made to operate the market each week. If the event is canceled by HVM for any reasons that do not fall into the above-mentioned paragraph, we will at that time only offer refunds.
3. All Vendors must provide their own tables, canopies etc. Rental options from the Hespeler Village Market are available. Please contact hespelervillagemarket@gmail.com if interested in a rental.
4. Vendors must be 18 years or older to have a stall at the market, unless accompanied, at all times, by an adult.
5. To stagger unloading,
 - a. Craft/Artist and Community Group vendors must arrive between 1:00- 1:30pm.
 - b. Food Producer and Farmer Vendors must arrive between 2:00-2:30pm
 - c. No entry will be permitted by vehicles after 2:30pm due to safety and liability issues.
6. Vendors must stay set up till the end of market at 7:00pm.
7. For vendors wishing to sell food items, the Waterloo Regional Health department requires a health inspection form from all vendors selling perishable goods. Please email hespelervillagemarket@gmail.com Attn: Gord Whitney to assist with this once your notice of an approved application has been received.

For further information please contact hespelervillagemarket@gmail.com

Thank you.

We look forward to having you join our urban market in the Village!

Signature: _____ Date: _____

HESPELER VILLAGE MARKET 2024 GUIDELINES AND REGULATIONS

LOCATION AND HOURS:

MARKET LOCATION – 11 Tannery Street East, Hespeler, ON

MARKET DATES – Fridays from June 7, 2024 to September 27, 2024

MARKET HOURS – 3:00 p.m. to 7.00 p.m. Vendors will be allowed to set-up beginning at 1:00 p.m.

1. All vendors **MUST** contribute positively to the market mission and the market ambiance. It is expected that market vendors will behave responsibly, courteously, and respectfully to the general public, member vendors, the Market Manager, and the Board of Directors.
2. All vendors are responsible for providing their own tables, canopies, etc. Stalls are front side of booth sales only.
3. Every vendor shall be responsible for providing their own canopy (if desired) and tables. Canopies must conform to allotted space of 10x10. Vendors will personally arrange for any needed electrical or special outlets. **Please discuss with the manager to see if available ahead of market date.** Weights for canopies are mandatory because of danger if the wind picks up. This is a must for safety!
4. Vendors must be 18 years old to have a stall at the Market unless they are accompanied by a parent or guardian for the duration of their stay.
5. Stalls are assigned, on each Market day, by the Market Manager.
6. Vendors must contact the Market Manager **two days** before the Market if they will be absent from the Market. An alternate date can then be arranged. Failure to provide notice may pose difficulty in providing an alternate date.
 - a. PLEASE NOTE: If a market day is canceled 48 hours prior to start or during the active market, due to reasons beyond the HVM control, no refunds will be issued. This includes acts of God, Government decree, COVID-19/pandemic/natural disasters, severe weather, or any legal authority. Please note that every effort will be made to operate the market each week. If the event is canceled by HVM for any reasons that do not fall into the above-mentioned paragraph, we will at that time only offer refunds.
7. If a vendor does not arrive before 2:30 pm the stall assigned to that vendor may be reassigned.
8. Only approved products that are handcrafted, baked, grown, raised, caught, or wild-harvested by the vendor can be sold, displayed or advertised at the Hespeler Village Market. Handcrafted items must have no less than 50% handcrafted content.
9. Resale of purchased goods must be identified on your application for pre-approval. Any vendors found selling items that have not been pre-approved will be asked to remove said items.
10. Vendors shall have all prices clearly exhibited, and where possible, mark each item for sale.
11. Insurance must be provided upon approval of application if applicable.
12. The Waterloo Regional Health Department requires a health inspection form from all vendors selling perishable goods. This form can be obtained and filled out with your application. Please contact HVM for assistance.
13. Complaints about other vendors, their products, pricing issues or the operation of the Market, are to be given, in writing, to the Market Manager. Public airing of these concerns, at the Market, is not permitted; nor is abusive behaviour or language.

14. Vendors experiencing any difficulty with customers, health officials, Market volunteers, or another vendor, should refer the matter promptly to the Market Manager.
15. Neither smoking, nor alcohol consumption, are allowed by vendors in the Market Site.
16. Pets are not allowed to be brought by vendors to the Market. Guide dogs permitted.
17. No signage/handouts making health claims is allowed at the market.
18. No offensive or derogatory words on products. The market manager has the authority to remove any product that is judged to be offensive.

The general intent of the guidelines and regulations will be adhered to by the organization with respect to their intended use. The Hespeler Village Market reserves the right to refuse any applicant at any time during the season. The Hespeler Village Market reserves the right to change the guidelines and regulations at any time. A new copy will be provided to all farmers and vendors at that time.

Please sign to confirm acceptance of 2024 HVM Rules and Regulations

Vendor Signature: _____

Date: _____

HEALTH REQUIREMENTS

The market is open to inspection by the Ontario Ministry of Agriculture & Food and the Waterloo Regional Public Health Department. All produce must be labeled according to provincial and federal regulations. Meat/dairy/eggs/honey/maple products are subject to the guidelines as per Ministry of Agriculture and these guidelines are subject to change pending notification.

HYDRO REQUIREMENTS - To reduce malfunctions vendors should not connect more than one appliance to one electrical receptacle outlet. Vendors should supply their own electrical generators if more electrical power is required, pending Market approval. Vendors will supply their own extension cords and will tape as secure them down for safety reasons. .

FARMERS' MARKET APPLICATION FORM

*****ONLY FOR FARMERS / FOOD PRODUCERS***-Please Complete Form**

Waterloo Office
 99 Regina St S
 Waterloo ON
 N2J 4V3
 Telephone: 519-575-4400
 Fax: 519-883-2226



Cambridge Office
 150 Main St
 Cambridge ON
 N1R 6P9
 Telephone: 519-575-4400
 Fax: 519-622-1235

Please provide the following information and submit it to the Health Protection & Investigation Division.

Name of Market: HESPELER VILLAGE MARKET

Name of Business: _____

Operator's Name: _____

Business Address: _____

Home Telephone: _____ Business Telephone: _____

Proposed start-up date at the Market: _____ Seasonal Year-Round

Are you a vendor at other Farmers' Markets? Yes No If yes, please provide the location:

Food Menu List ALL food to be prepared or served (attach separate list if needed)	Source of Food Name and address of grocer, supplier, and manufacturer (attach separate list if needed)

Will there be any sampling of your food products at the market?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be any food preparation on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, where will hand washing occur? _____	
** Note that sharing of hand sinks with other vendors is not permitted	

Will dishwashing be required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, how and where	Double Sink <input type="checkbox"/>	Triple Sink <input type="checkbox"/>
Location	On site at Market <input type="checkbox"/>	Other <input type="checkbox"/> _____

How will you maintain proper internal food temperatures ($\leq 4^{\circ}\text{Celsius}$ or $\geq 60^{\circ}\text{Celsius}$) during transport of hazardous food to the market?			
Insulated Coolers with ice packs	<input type="checkbox"/>	Refrigerated transport vehicle	<input type="checkbox"/>
Frozen transport vehicle	<input type="checkbox"/>		

How will you achieve and maintain proper internal food temperatures ($\leq 4^{\circ}\text{Celsius}$ or $\geq 60^{\circ}\text{Celsius}$) of hazardous food at the market?			
Mechanical refrigerators	<input type="checkbox"/>	Grill	<input type="checkbox"/>
Freezers	<input type="checkbox"/>	Stovetop	<input type="checkbox"/>
Hot holding units	<input type="checkbox"/>	Hot holding units	<input type="checkbox"/>
Insulated containers with ice packs	<input type="checkbox"/>	Other	

I _____ certify and I accept responsibility for ensuring the above information is correct and will be adhered to.			
Signature of applicant	_____	Date:	_____
Signature of Public Health Inspector	_____	Date:	_____

(The Health Protection and Promotion Act 1990, Chapter H.7 as amended provides a fine of not more than \$5,000.00 if convicted of contravening provisions of R.R.O. 1990, Regulation 562 amended to O. Reg. 308/06 entitled "Food Premises").



BUSINESS LICENSE APPLICATION

Application for a ~~charitable BBO License~~ License in the City of Cambridge ~~to operate the following charity BBO~~ *at the Hespeler Village Market*

Market

A. CHARITY AND APPLICANT INFORMATION

Market Charity Name: Hespeler Village Market

Charity Address: PO Box 29022

City: Cambridge Province: ON Postal Code N3C 0A0

Phone: 519-212-5457 (Gord Whitney cell #)

Applicant: _____

Home Address: _____

City: _____ Province: _____ Postal Code _____

Phone: _____

Event Date: _____ Event Location: Hespeler Town Hall

B. PLEASE OBTAIN THE FOLLOWING APPROVAL SIGNATURES

Fire Dept.: 519-621-6001, ext 2615, 1625 Bishop Street, Cambridge, ON

fire@cambridge.ca

Signature: _____ Date: _____

Health Dept.: 519-575-4400 99 Regina Street S, Waterloo, ON

publichealth@regionofwaterloo.ca

Signature: _____ Date: _____

List all food being sold and/or given to the general public below. (Prepared and Pre-packaged)

I certify that the information is accurate and complete and understand that any false or incomplete information may invalidate my application and any permission, approval or permit I have been granted.

Incomplete application forms will not be accepted.

Signature: _____ Date: _____

Personal information contained on this application is collected pursuant to the Municipal Act, S.O., 2001, C25 Section 150-162 and the city of Cambridge business licensing by-law and will be used for the purpose of issuing business Licenses. Questions about this collection should be directed to the Licensing Office of Human Resources and Legislative Services/City Clerk, 50 Dickson Street, second floor, Cambridge, Ontario, N1R 5W8 or phone 519-740-4680, ext. 4581.