

# Cambridge Farmers' Market 2017 Vendor Information Package

Serving Preston, Galt and Hespeler Areas since Circa 1830

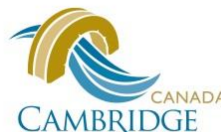
[www.cambridgefarmersmarket.ca](http://www.cambridgefarmersmarket.ca)

[www.facebook.com/FarmersMarketCambridge](http://www.facebook.com/FarmersMarketCambridge)

 [@cambridgefarmersmarket](https://www.instagram.com/cambridgefarmersmarket)



Vendors interested in becoming part of the market should email [farmersmarket@cambridge.ca](mailto:farmersmarket@cambridge.ca) or call our market manager at 519-740-4681 ext. 4252 for further information.



This package remains the property of the City of Cambridge.

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## Contact Information

Cambridge Farmers' Market

40 Dickson Street (corner of Dickson & Ainslie St)

Phone: 519-740-4681 ext. 4252

Fax: 519-740-3011

TTY: 519-623-6691

Click here to email us: [farmersmarket@cambridge.ca](mailto:farmersmarket@cambridge.ca)

Click here to go to our website: [www.cambridgefarmersmarket.ca](http://www.cambridgefarmersmarket.ca)

Facebook: [www.facebook.com/FarmersMarketCambridge](https://www.facebook.com/FarmersMarketCambridge)

 @cambridgefarmersmarket

## 2017 Vendor General Information

The information in this package is presented as a convenient reference guide for the Cambridge Farmers' Market vendors and may be changed without notice. This package should come with:

- an application to become a vendor
- applicable market by-law
- Vendor Stall Layout Map for 2017

The Cambridge Farmers' Market began after 1816 (making it one of the oldest in Canada) during the founding of Shades Mills, later Galt. It is also known that the market was in place at the time the village's first newspaper was published in 1846. It is traditionally held that the local market began sometime in the 1830's but indirect evidence suggests that the market was already well entrenched by that time and probably started earlier.



## 2017 Operating Hours and Dates

**Saturday, January 7<sup>th</sup> to December 30<sup>th</sup>**

7am to 1pm

**Wednesday, June 7<sup>th</sup> to August 31<sup>st</sup>**

8am to 1pm

**\* Special Event Days May Be Used For Openings during the Holiday Seasons**

## Market Fees

Vendors will be invoiced the second week of each month for the **entire month regardless of attendance** (holiday closures & unforeseen circumstances will be considered.) It is your responsibility to ensure your stall is open on all market days.

- Please note: Vendor fees vary depending on location and the facilities and any equipment included in your assigned space.
- Your monthly market fees must be paid within 30 days.
- Market fees are amended and distributed annually in January, based on the City of Cambridge Rate Review.
- Each vendor permit issued is valid for the calendar year and must be renewed annually. Only market members in good standing will have their permits renewed.
- Seasonal Vendors are asked to indicate their intended start and end dates. **Your acceptance and stall fees will be based on the dates you indicated.** Extensions to these dates may be allowed.

**\*Late arrivals and early departures only hurt the market and risk safety of visitors. Vendors who arrive late or leave early may be subject to penalties as described in the market by-law.**

### Payment Options:

Please Note: Each method below requires you to have your **Invoice Number** and **Customer Number** included with payment. These identification numbers can be found on your invoice or customer statement.

**1. Online Method:** You may pay your invoice on-line by Visa or MasterCard using the online Accounts Receivable Invoice Payment System. (Please note payment must be made in full for the invoice as it will not support partial payments.) For step by step instruction to pay invoices online please speak with market staff. To learn more about our online payment method go to:  
<http://www.cambridge.ca/onlineservices>

**2. Via Mail:** Mail a cheque or money order payable to the City of Cambridge to: City of Cambridge Attn: Accounts Receivable, PO Box 669 Cambridge, ON N1R 5W8.

**3. In Person:** Via cash, debit, cheque, money order, Visa or MasterCard at: City of Cambridge Cashier – 1<sup>st</sup> floor 50 Dickson Street, Cambridge, ON N1R 8S1  
Hours: 8:30am - 4:30pm Monday - Friday

**4. Drop Box:** You may also pay by cheque or money order and drop your payment in the night drop box on the Dickson Street side of the City Hall building at: 50 Dickson Street, Cambridge, ON N1R 8S1.

**5. On Market Days:** You can also pay market staff on Saturdays or Wednesdays (receipts will be provided) by cash or cheque.

# Advertising & Promotions

Each Vendor pays a co-op advertising fee to fund local and regional advertising and promotional initiatives. The market is frequently advertised in local and regional mass media publications along with a variety of electronic mass media undertakings.

Please take the time to fill out a Vendor Profile Page at the beginning of each year. This will be used by market staff to promote your business and the market in print and web formats.

## Market Merchandise:

The Cambridge Farmers' Market continually looks for opportunities to Market itself and the local food movement. Below is a list of some of the things we will be selling in 2017. If customers inquire as to where they can purchase one of these items please send them to the Market Office, inside the market building beside Daniel's Cheese and Deli.

Item	Price
Jute Bags	\$4.00 each
The Ontario Table Cookbook	\$31.45 each
Eat Local Taste Global Book	\$7.00 each

## Coupons and Gift Certificates:

1. From time to time the market utilizes targeted and general issue "dollar amount off" coupons. Each vendor is required to accept any market issued coupon. The vendor must turn in the redeemed coupon at the end of **each day** to file a claim for reimbursement. **\*Please take note of the Expiry Date on the coupon, only coupons that have not expired will be reimbursed.**



2. The Cambridge Farmers' Market is also a member of the Downtown Cambridge Business Improvement Association (BIA). People can buy BIA gift certificates and redeem them at any member shop. These gift certificates are certified cheques and can be treated like cash. They come in \$10.00, \$25.00 and \$50.00 denominations. Under the store name write CFM and then your business name.

## Vendor Specific Advertisement:

Vendors may post individual vendor promos and specials on this page for weekly or seasonal specials. The market staff reserves the right to edit or remove content that is deemed inappropriate. Each vendor and or vendor staff member releases their images and or product images to be used in market advertising.

Visit Us Every Saturday!				Cambridge Farmers Market		Full Market Open Saturdays 7am-1pm Outdoor Market Wednesdays 9am-12pm	
www.cambridge.ca/market				City of Cambridge			
<b>DREIDGER FAMILY FARM</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>NATURE'S NUTRITION</b> Organic, locally grown produce. Available weekly from 10am-12pm.	<b>RED TURTLE INC.</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>CASIDY CREEK SOAP CO.</b> Handmade, natural soaps. Available weekly from 10am-12pm.	<b>STOREHOUSE/SPRUIT FARMS</b> Locally grown produce. Available weekly from 10am-12pm.	<b>PERFECT VEGETABLE FARMS</b> Locally grown produce. Available weekly from 10am-12pm.	<b>WEEK'S LANE</b> Locally grown produce. Available weekly from 10am-12pm.	<b>FUTURE BAKERY</b> Artisan breads and pastries. Available weekly from 10am-12pm.
<b>CARL &amp; CHOICE MEATS</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>KILLERS COLD CUTS &amp; MORE</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>HILDA'S</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>KALINSKI FARM</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>ANNIE'S SUGAR &amp; SPICE</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>MILLAR FARMS</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>ROY'S ROAST</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>BURKE BROS FARM</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.
<b>BRUSH BAKED GOODS</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>SALVO FAMILY FARM</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>CHARLES DELL</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>BOYD'S LOCAL HARVEST</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>ROSE GROWERY</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>JOHN SMITS</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>SMITH'S PRODUCE</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>MARSHALL'S BAKERY</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.
<b>AUNTY'S GROVE PRESERVES</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>SOUTHERN PINE ROASTERS</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>THAMES RIVER MELONS</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>THOMAS LAND</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>SCOTTS ORCHARDS</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>PETALS &amp; LEAVES</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>STELLA'S</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.	<b>MARSHALL'S BAKERY</b> Locally raised, antibiotic-free, hormone-free pork chops, tenderloins, and ribs. Available weekly from 10am-12pm.

## Vendor Requirements

In order to be issued a permit at the Cambridge Farmers' Market all new vendors must first complete a Region of Waterloo Farmers' Market Vendor's Application (enclosed). Vendors that sell prepared foods **must** have a Kitchen Inspection Certificate and Safe Food Handling Certificate from the Region of Waterloo\* included with their application. Vendors that sell uncooked non produce foods (hazardous food groups) must have a Safe Food Handling Certificate from the Region of Waterloo\* included with their application. Contact information will be provided.

- Vendors who operate outside of the Cambridge Farmers' Markets do not qualify under our Farmers' Markets Ontario Insurance Program and are required to provide proof of \$2 million Commercial & General Liability Insurance including product liability coverage naming the City of Cambridge as additional insured. Farmers' Markets Ontario Insurance is not a substitute or replacement for insurance of a business that operates outside of the Cambridge Farmers' Market.
- Vendors are required to display a sign in plain view, stating their Vendor Name or the Name of their Business i.e. ABC Meat Shop
- All products and produce must be of good quality. (no seconds or second grade are acceptable)
- The market reserves the right to restrict the sale of various products to ensure variety.

\* Region of Waterloo permits may be attained by calling 519-883-2008 or by visiting the Region of Waterloo's website at [www.region.waterloo.on.ca](http://www.region.waterloo.on.ca) .



# Access to Market Building

## Access Cards:

- Access cards are given on an individual basis depending on vendor need. It is important to remember that this card is a key to a City of Cambridge facility and it needs to be treated as such.
- Access Cards give vendors access to the first floor of the market building 24 hours per day and access to the second floor on Saturday's during market hours.
- Lost or stolen cards need to be reported to the Market Manager immediately.
- The re-issue of lost or stolen cards will be decided on a case by case basis.
- No vendor will have more than one card issued to their stall.
- **Security guards at City Hall will not give access to the market building without proper notification from Market Manager. If you do not have a card or have forgotten your card and you require access to the building on non-market days please arrange access in advance with the Market Manager.**

## Alarm System:

- Use the access card to swipe into the building.
- Once inside de-alarm the building. To do this you will enter in your personal alarm code (4 digits) and then press the number 1 for off. The light will go from red to green.
- When you leave the building and you want to alarm the building you enter your personal alarm code (4 digits) and then press the number 2 for away.
- The alarm will start to beep you have 60 seconds to leave the building. (See attached picture of the panel).
- Do not share your personal alarm code with anyone. This code is recorded and the system tracks who enters and exits the building.
- If you set off the alarm you need to call Damar Security 519-658-2019 identify yourself as a vendor (ABC Vendor) and give them your alarm code (4 digits) they will then ask for your system number 91-7612.



## Security Cameras:

- Closed circuit cameras are mounted inside the market building in three strategic locations. The camera's monitor and tape all traffic 24 hours per day.

## Cleaning & Sanitization

Vendors are responsible for the cleaning of their assigned spaces and the areas around them, be they common or private. Vendors **must** provide their own bleach and cleaning products to be used in their areas. **The vendor must clean and sanitize any and all areas including sinks, floors, coolers, tables, food prep areas, any storage space used by the vendor and outdoor stall space.** The City staff will clean common walkways, bathrooms, sidewalks, café area and market approaches. Staff will also sanitize the common areas and bathrooms before each market day. Hand washing and sanitizer stations will be provided by the market for customers as well as brooms & pans for sweeping.

- **Garbage must be bagged and placed in the garbage bin** located outside the market building.
- **Cardboard is to be flattened** and bundled for recycling.
- A fine may be levied to any vendor not adequately cleaning and sanitizing their area to market standards.

## Storage

Vendors are not to store merchandise at the market between market days. Any such storage would be at the vendor's own risk, particularly with regard to valuable materials. The City understands that some vendor-owned property is stored at the building between market days. While we strive to do our best to ensure the security of vendor items, we are unable to monitor same on a continuous basis when the market is closed. The City of Cambridge is not responsible for any lost, stolen or damaged items.

## Parking

The market parking lot is closed to traffic on market days. Vendors will be given access to the lot until 15 minutes before the market opens but should remove their vehicles to the **back of the city lot** after unloading. During market hours **no vehicle will be permitted to enter, move about or leave the parking lot in order to protect the safety of the other vendors and pedestrian customers.**

- Ample parking is available behind City Hall adjacent to market square. Please leave front parking for customers and park in the north east end.
- Any unauthorized vehicle may be tagged and towed from the market grounds.



## Market Advisory Committee

There is a Market Advisory Committee consisting of vendors and representatives of the Community at large and local businesses. The Committee meets each month in the Galt Room of the Market Building. The committee meetings are open to the public if anyone wishes to attend. Should you wish to speak to the committee you should register as a delegation by contacting the Market Manager at 519-740-4681 ext. 4252.

- Voting rights for the Cambridge Farmers' Market Advisory Committee elections are given to those vendors who attend market for four consecutive weeks throughout the year. One vote per permit will be permitted.

## Vendor Amenities

- The market offers cases of t-shirt style plastic bags to vendors at a cost of \$30.00 per case (1000 bags). Please speak to market staff if you are interested in purchasing bags.
- Washrooms – Customer washrooms are located inside the Market Building. We recognize that these washrooms are often in use by the public. All vendors are able to access the washrooms on the second floor of the market building. A washroom swipe card is hanging inside the Market office for your convenience. It is also important to note that outdoor vendors who are closer to City Hall can access the washrooms on the first floor of City Hall.
- Foodland Ontario Commodity Cards and Price Cards are available for vendors. Please ask market staff for more information.
- If you have a customer who needs help carrying their shopping bags to their car please direct them to the Market office located inside beside Daniels' Cheese and Deli. Our Market Ambassador will be happy to help.
- It is also important for vendors to know that there is an ATM located inside the market building between Future Bakery and Country Style Meats.

## How to Be a Successful Vendor

The most popular vendor stands offer free samples. Closing a sale can be very simple and easy when the customer's doubt is removed.

- **Smile, talk about your product & say thank you!**
- Use a dark cover for your table and your product/produce will stand out more.
- Slanted surfaces and layering can be used to conserve space.
- Keep your work area, counter and items neat and clean.
- **Don't sell anything you would not want to buy.**

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