



## **KIRKLAND LAKE FOOD & ARTISAN MARKET 2023 RULES & REGULATIONS**

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1. The Market is managed by the Town of Kirkland Lake Department of Community Services. The Town of Kirkland Lake will approve vendors, enforce rules/regulations, approve vendor spots, promote the market, and have a designated employee present on each market date.
2. All vendors are required to fill out a Kirkland Lake Food & Artisan Market Application and submit any required documentation. Each vendor is responsible for complying with all Timiskaming Health Unit regulations at all Markets.
3. The Kirkland Lake Food & Artisan Market accepts food vendors who sell their own farmed/gardened goods and/or foods they have produced/prepared. Preference will be given to local products and producers. Non-local will be considered anyone who does not pay their taxes to the Town of Kirkland Lake. The Town of Kirkland Lake reserves the right to choose applicants. All products must be approved by the Town of Kirkland Lake and the Timiskaming Health Unit.
4. The Kirkland Lake Food & Artisan Market accepts artisan vendors who sell products that are 100% original and hand-produced or grown by the vendor. We will not accept vendors who provide goods or services that is a core service of a local existing business, nor will we accept vendors who sell for direct sales companies. A maximum of 40% of vendors at the Kirkland Lake Market can be classified as 'artisan'.
5. The cost to be a vendor is based on a per-season or per-week category and whether or not the vendor is considered local (pays taxes to the Town of Kirkland Lake). For current rates, please refer to the vendor application.
6. Membership fees can be paid via cheque, debit card, credit card, or cash. Debit and credit are only accepted when paid at the Joe Mavrinac Community Complex. Cheques can be made payable to the Town of Kirkland Lake.

- a. Seasonal vendor memberships must be paid in full before or at the first market date.
  - b. Weekly vendors have the option to pre-pay for any number of weeks they plan to attend or at each market day they attend.
7. The Market is located at the Civic Park Pavilion, 20 Tweedsmuir Avenue (corner of Nipissing Lane and Tweedsmuir Avenue in Kirkland Lake) on each Tuesday, rain or shine from June 20 to October 3. Food vendors will be guaranteed a spot under a covered pavilion with a cement floor. Artisan vendors will be placed either under the pavilion or outside of the pavilion near the market entrance/exit (weather permitting).
8. Vendors are responsible for bringing all of their own equipment to set up. The Town only provides **space** and electricity for vendors. Should vendors forget to bring a table, 6-foot tables may be rented at an additional cost of \$5 (local) or \$6 (non-local).
9. The Civic Park pavilion will remain closed to the public until the Market opens at 3:00 pm. There are multiple entrances into the market thus staff will try their best to keep patrons out and vendors are encouraged to do the same. **Sales may only be made between 3:00 – 6:00 pm.** If a vendor completes a customer transaction of any kind before the start of the market, they will be given a warning. Any further transactions before the start of the market may result in membership termination.
10. Vendors may begin setting up at 1:00 pm and must be ready to sell by 3:00 pm. Vendors may drive into the park using the entrance on Nipissing Lane between 1:00 – 2:30 pm to unload. **All vehicles must exit the park by 2:30 pm.** Any vehicles left in the park must be approved by the Activity Coordinator or his/her designate. Vendors arriving after 2:30 pm must park outside of the fence and bring their products into the Pavilion by foot. Town of Kirkland Lake employees may be able to assist vendors who arrive after 2:30 pm.
11. Vendors are not permitted to tear down until 6:00 pm unless sold out. Each vendor is responsible for returning their spot to its original condition upon vacating. Municipal representatives will empty garbage bins in the Pavilion and Park.

12. Each vendor will get a **minimum of 12' x 12' space**. If more space is required, vendors may be charged an additional fee. Permanent alteration to Park property is not allowed.
13. Seasonal food vendors are guaranteed the same location for the season. Weekly vendors may be rotated based on a number of factors. Requests for location will be taken, but not guaranteed.
14. **Electrical access is limited** and is reserved for seasonal food vendors. If additional electricity is available, it will be based on a first-come, first-serve basis or at the discretion of the Activity Coordinator.
15. Washroom facilities and outdoor water access are available within the Park.
16. Sales must be conducted in an orderly business manner. Shouting or aggressive solicitation is not permitted. Any complaints brought forward will issue first a verbal warning to the vendor, followed by a written notice and then removal from the Market.
17. Correspondence with vendors will be **via email**, unless vendors indicate an alternative contact method. The Town of Kirkland Lake may contact you to update on special features of upcoming markets or any changes to rules and regulations. Rules may be amended at any time.
18. It is encouraged that vendors commit to a full season attendance for consumer consistency. If there will be a known absence please communicate with the Activity Coordinator as early as possible.
19. The Town of Kirkland Lake shall carry **liability insurance** to protect the Market. This insurance does not cover vendor products. Each vendor is encouraged to submit a copy of their own insurance, if applicable. Insurance can be purchased through the Town of Kirkland Lake for an additional fee. Contact the Activity Coordinator for details.
20. Vendors using electricity or preparing food on-site must have a fire extinguisher at their station. Proper use of extension cord safety including trip hazard is your responsibility. Personal Generators will not be permitted to run during market hours without prior approval. Food Trucks are exempted.
21. Pets (aside from service animals) are not permitted in the park.

22. Smoking is prohibited. Under the *Smoke-Free Ontario Act*, you cannot smoke or vape on the outdoor grounds of a community recreational facility or any public area within 20 meters of its grounds.

#### COVID-19 RULES

- Vendors are required to self-screen each market day. If you have symptoms of COVID-19, you should not attend until you are 24 hours symptom-free.
- Vendors are required to implement appropriate infection prevention and control measures at their stall, including but not limited to disinfecting commonly touched surfaces and disinfecting hands after handling cash.