

Hamilton

**REPORT 12-003**

**HAMILTON FARMERS' MARKET SUB-COMMITTEE**

**Thursday, November 8, 2012**

**9:30 a.m.**

**Council Chambers  
Hamilton City Hall**

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Present: Councillor J. Farr, Chair  
Councillors C. Collins and R. Pasuta

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**THE HAMILTON FARMERS' MARKET SUB-COMMITTEE PRESENTS REPORT 12-003 TO THE EMERGENCY AND COMMUNITY SERVICES COMMITTEE AND RESPECTFULLY RECOMMENDS:**

**1. Outdoor Market - Market Cart Program (CS12035) (Ward 2)**

- (a) That the Hamilton Farmers' Market 2013 Outdoor Market Program Vendor Criteria and Application Process, as outlined in Appendix A to Report CS12035 (hereto attached) be approved;
- (b) That the Hamilton Farmers' Market 2013 Outdoor Market Program Vendor Application, attached as Appendix B to Report CS12035 (hereto attached) be approved;
- (c) That the Hamilton Farmers' Market 2013 Outdoor Market Program fee schedule of \$35 for each truck stall for each Saturday, be approved;
- (d) That the Hamilton Farmers' Market 2013 Outdoor Market Program fee of \$35 for each truck stall each Saturday be added to the 2013 User Fees and Charges By-law and that the Seasonal Outdoor Stall fees (\$30.66 for each 5' x 10' stall for each Saturday; \$51.10 for each 10' x 10' stall for each Saturday) which currently appear in the User Fees and Charges By-law be deleted;

- (e) That the Hamilton Farmers' Market 2012 Market Cart Program Vendor Criteria and Application Process, as outlined in Appendix C to Report CS12035 (hereto attached) be approved;
- (f) That the Hamilton Farmers' Market 2012 Market Cart Program Vendor Application, attached as Appendix D to Report CS12035 (hereto attached) be approved;
- (g) That the Hamilton Farmers' Market 2012 Market Cart Program fee schedule of \$10 for each cart, for each Tuesday, Thursday, Friday and \$15 for each cart, for each Saturday, be approved;
- (h) That the Hamilton Farmers' Market 2013 Market Cart Program fees, of \$10 for each cart, for each Tuesday, Thursday, Friday and \$15 for each cart, for each Saturday be added to the 2013 User Fees and Charges By-law;
- (i) That a by-law be passed to amend the Hamilton Farmers' Market By-law 10-209 to allow stallholders of the indoor Market to be eligible for a truck stall and/or a cart as part of the Outdoor Market Program and/or the Market Cart Program, in a form satisfactory to the City Solicitor.

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA**

The Chair advised that Tony Tollis, City Treasurer, is in attendance to provide a verbal update respecting the Request for Information (RFI) process for the privatization of the Market. He will address the Sub-Committee prior to Item 4.1.

The Agenda for the November 8, 2012 Hamilton Farmers Market Sub-Committee meeting was approved as amended.

**(b) DECLARATIONS OF INTEREST**

There were none declared

**(c) APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

The Minutes of the April 30, 2012 meeting were approved as presented.

**(d) DISCUSSION ITEMS**

**(i) Verbal Update respecting the Request for Information (RFI) for the Privatization of the Market (Added Item 4.1)**

Tony Tollis, City Treasurer, addressed the Sub-Committee and advised that one response has been received to the Request for Information (RFI) which was issued for the privatization of the Market. Additional information has been requested from the proponent.

A proposal was also received, after the due date, from the Stallholders Association to establish a committee comprised of stallholders to manage the Market and report to Council.

As a legal issue exists with one of the proponents which should be resolved by early December, Tony Tollis hopes to finalize his report to the General Issues Committee probably by early January, 2013.

The Sub-Committee requested that up to date budget figures be included in the final report.

On a motion, the Sub-Committee received the verbal update.

**(i) Outdoor Market - Market Cart Program (CS12035) (Ward 2)**

Staff responded to questions and the Sub-Committee discussed the staff report. A copy is hereto attached as outlined in Item 1.

Staff agreed to provide Information Updates regarding the progress of the outdoor market to the Sub-Committee members on a two to three month basis.

**(e) GENERAL INFORMATION**

- (i) The following Outstanding Business List Item was identified as completed and removed from the list:

Item "A" – Outdoor Market.

- (ii) The Sub-Committee members took this opportunity to ask staff general questions respecting the Market operation.

**(f) ADJOURNMENT**

The Hamilton Farmers' Market Sub-Committee meeting adjourned at 10:25 a.m.

**CARRIED**

**Councillor J. Farr, Chair  
Hamilton Farmers' Market Sub-committee**

**Ida Bedioui, Legislative Co-ordinator,  
Hamilton Farmers' Market Sub-Committee  
November 8, 2012**



Hamilton

**CITY OF HAMILTON**

**COMMUNITY SERVICES DEPARTMENT**  
*Strategic Services Division*

<b>TO:</b> Chair and Members Emergency & Community Services Committee	<b>WARD(S) AFFECTED:</b> WARD 2
<b>COMMITTEE DATE:</b> November 12, 2012	
<b>SUBJECT/REPORT NO:</b> Outdoor Market - Market Cart Program (CS12035) (Ward 2)	
<b>SUBMITTED BY:</b> Joe-Anne Priel General Manager Community Services Department	<b>PREPARED BY:</b> Donna Lee Macdonald (905) 546-2424 Ext. 2097
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the Hamilton Farmers' Market 2013 Outdoor Market Program Vendor Criteria and Application Process, attached as Appendix A to Report CS12035, be approved;
- (b) That the Hamilton Farmers' Market 2013 Outdoor Market Program Vendor Application, attached as Appendix B to Report CS12035, be approved;
- (c) That the Hamilton Farmers' Market 2013 Outdoor Market Program fee schedule of \$35 for each truck stall for each Saturday, be approved;
- (d) That the Hamilton Farmers' Market 2013 Outdoor Market Program fee of \$35 for each truck stall each Saturday be added to the 2013 User Fees and Charges By-law and that the Seasonal Outdoor Stall fees (\$30.66 for each 5' x 10' stall for each Saturday; \$51.10 for each 10' x 10' stall for each Saturday) which currently appear in the User Fees and Charges By-law be deleted;
- (e) That the Hamilton Farmers' Market 2012 Market Cart Program Vendor Criteria and Application Process, attached as Appendix C to Report CS12035, be approved;

- (f) That the Hamilton Farmers' Market 2012 Market Cart Program Vendor Application, attached as Appendix D to Report CS12035, be approved;
- (g) That the Hamilton Farmers' Market 2012 Market Cart Program fee schedule of \$10 for each cart, for each Tuesday, Thursday, Friday and \$15 for each cart, for each Saturday, be approved;
- (h) That the Hamilton Farmers' Market 2013 Market Cart Program fees, of \$10 for each cart, for each Tuesday, Thursday, Friday and \$15 for each cart, for each Saturday be added to the 2013 User Fees and Charges By-law;
- (i) That a by-law be passed to amend the Hamilton Farmers' Market By-law 10-209 to allow stallholders of the indoor Market to be eligible for a truck stall and/or a cart as part of the Outdoor Market Program and/or the Market Cart Program, in a form satisfactory to the City Solicitor; and,
- (j) That the item respecting the Outdoor Market Program, be considered complete and removed from the Hamilton Farmers' Market Sub-committee's Outstanding Business List.

## **EXECUTIVE SUMMARY**

On June 29, 2011, the Hamilton Farmers' Market Sub-committee directed staff to develop a revised Outdoor Market program and report back to the Hamilton Farmers' Market Sub-Committee.

Beginning in June 2013, the Hamilton Farmers' Market Outdoor Market will be available on Saturdays, from 7am to 3pm, for eight to ten interested vendors to license a truck stall site along the eastbound curb lane on York Boulevard, between Park and MacNab Streets.

The food content for the Outdoor Market will be local, seasonal produce.

Up to 50% of available Outdoor Market truck stall sites, on any given day, will be approved first for indoor Market vendors, in good standing, then:

- External Farmers; and,
- External Produce Distributors.

In addition to the Outdoor Market, we are recommending a new year-round Market Cart Program for local artisans.

Beginning in November 2012, Market Carts will be available for rent on Market days, Tuesday, Thursday, Friday, and Saturday, with the exception of dates designated by the Market Manager. Market Carts will be located on the York Boulevard sidewalk outside

the glass wall of the Hamilton Farmers' Market and/or in the Community Space inside the Hamilton Farmers' Market. Approximately six carts are being considered for 2012, and each cart will provide approximately 15 to 20 square feet of product space.

Outdoor Market and Market Cart vendors are required to comply with all Municipal, Provincial and Federal Regulations regarding labelling, measures, health and safety for all products offered for sale at the Hamilton Farmers' Market. Vendors will be subject to By-law 10-209 (the Market By-law) and will need to sign a contract with the City prior to occupying a truck stall site or Market Cart.

Details of the Outdoor Market Vendor Criteria and Application Process are attached as Appendix A to Report CS12035. The Outdoor Market Vendor Application is attached as Appendix B to Report CS12035.

Details of the Market Cart Program Vendor Criteria and Application Process are attached as Appendix C to Report CS12035. The Market Cart Program Vendor Application is attached as Appendix D to Report CS12035.

The 2013 Outdoor Market and 2012 Market Cart Program applications will be available on an ongoing basis at the Market Office and on the City's website immediately upon approval of each Program by Council. The anticipated start date for the Outdoor Market Program is June 2013. Efforts to implement the Market Cart Program will begin with Council approval of recommendations (f), (g), (h) (i) and (j) of Report CS12035.

***Alternatives for Consideration – Not Applicable***

<b>FINANCIAL / STAFFING / LEGAL IMPLICATIONS</b>
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**Financial:**

Council approval of Report CS12035 will potentially result in an estimated \$12,235 in annual revenue. The potential annual revenue of the Outdoor Market is \$6,160. The potential annual revenue of the Market Cart Program is \$6,075. Viability of an additional Outdoor Market in the December holiday season will be determined.

<b>POTENTIAL ANNUAL REVENUE: Outdoor Market Truck Stall</b>				
	<b># of Weeks</b>	<b>Saturday Rentals @ \$35/Day</b>	<b># of Stalls</b>	<b>Total Estimated Revenue</b>
Outdoor Market Truck Stall	22	22	8	\$6,160
<b>TOTAL</b>				<b>\$6,160</b>

<b>POTENTIAL ANNUAL REVENUE: Market Cart Program</b>					
	<b># of Weeks</b>	<b>Weekday Rentals @ \$10/Day</b>	<b>Saturday Rentals @ \$15/Day</b>	<b># of Carts</b>	<b>Total Estimated Revenue</b>
Market Cart Program	45	135	45	3	\$6,075
<b>TOTAL</b>					<b>\$6,075</b>

The annual estimates are based on a 22-week Outdoor Market Program and a 45-week Market Cart Program.

Viability of an additional Outdoor Market in the December holiday season will be determined.

**Staffing:**

There are no staffing implications associated with the recommendations of Report CS12035.

**Legal:**

By-Law 10-209 to regulate the Hamilton Farmers' Market governs the Hamilton Farmers' Market. The By-law does not allow a stallholder to occupy more than one stall in the Market. The By-law will need to be amended to allow indoor Market stallholders to participate in the Outdoor Market Program and Market Cart Program.

Each vendor will be required to enter into an Outdoor Market or Market Cart contract with the City, which governs, among other things, the use of the allocated space.



## **HISTORICAL BACKGROUND**

The Hamilton Farmers' Market and Public Library's joint capital project to upgrade both facilities included street improvements that were incorporated as part of the overall project including an area to accommodate an Outdoor Market.

The Outdoor Market and Market Cart Programs are creative strategies to energize both the outside and inside areas of the Market with Market activities.

## **POLICY IMPLICATIONS**

The Hamilton Farmers' Market is regulated under City of Hamilton By-law 10-209. There are no additional policy implications to the recommendations in Report CS12035.

## **RELEVANT CONSULTATION**

- Manager, Finance and Administration Section, Treasury Services Division, Corporate Services Department - reviewed and approved fee structures.
- Solicitor, Legal Services Division, City Manager's Office - reviewed and made comments regarding legal implications of the Outdoor Market and Market Cart Programs.
- Traffic Technologist, Corridor Control Management, Public Works Department - reviewed and approved eastbound curb lane closure on York Boulevard on Saturdays to accommodate Outdoor Market.
- Corporate Risk Compliance Officer, Risk Management Services, Corporate Services - reviewed possible risk and safety issues of both Programs.
- Risk Transfer and Control Representative, Risk Management Service, Corporate Services - reviewed insurance requirements of City of the participants in both Programs.
- Supervisor, Hamilton Municipal Parking Service Section, Parking and By-law Services Division, Planning and Economic Development Department - reviewed and approved impact of Outdoor Market Program on parking capacity in immediate area of Market.
- Chair, Special Events Advisory Team/Festivals and Event Officer, Tourism and Culture Division, Planning and Economic Development Department - reviewed and approved Outdoor Market as qualifying as a Special Event.

- Vendors, Hamilton Farmers' Market. Manager of the Hamilton Farmers' Market outreached several times via newsletters and conversations to discuss the Outdoor Market Program with current vendors of the Hamilton Farmers' Market. President of the Stallholders Association declined the Manager's proposal to hold a Stallholders meeting to discuss the Outdoor Market Program.

### ANALYSIS / RATIONALE FOR RECOMMENDATION

The purpose of the Outdoor Market and Market Cart Programs is to create a dynamic street presence that attracts and engages people with Market activities. The Outdoor Market is designed specifically to highlight local seasonal produce. The Market Cart Program is designed to foster and showcase the growing artisan and craft-making community in Hamilton. The Programs are a creative strategy to energize both the outdoor sidewalk space and the indoor Community Space with Market activities. The Market Cart Program is influenced by a similar successful program at Toronto's St. Lawrence Market.

### ALTERNATIVES FOR CONSIDERATION

None.

### CORPORATE STRATEGIC PLAN

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability, 3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development, 6. Environmental Stewardship, 7. Healthy Community

#### **1. Skilled, Innovative & Respectful Organization**

- A culture of excellence
- More innovation, greater teamwork, better client focus
- An enabling work environment - respectful culture, well-being and safety, effective communication

#### **2. Financial Sustainability**

- Financially Sustainable City by 2020
- Effective and sustainable Growth Management

#### **3. Growing Our Economy**

- An improved customer service

**4. Environmental Stewardship**

- Natural resources are protected and enhanced
- Aspiring to the highest environmental standards

**5. Healthy Community**

- Adequate access to food, water, shelter and income, safety, work, recreation and support for all (Human Services)

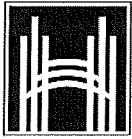
**APPENDICES / SCHEDULES**

Appendix A – 2013 Outdoor Market Program Vendor Criteria and Application Process

Appendix B – 2012 Outdoor Market Program Vendor Application

Appendix C – 2012 Market Cart Program Vendor Criteria and Application Process

Appendix D – 2012 Outdoor Market – Market Cart Program Vendor Application



Hamilton

## HAMILTON FARMERS' MARKET OUTDOOR MARKET PROGRAM VENDOR CRITERIA & APPLICATION PROCESS

The City of Hamilton is seeking vendors for the Hamilton Farmers' Market seasonal program, the Outdoor Market. As an historic community gathering place, the Hamilton Farmers' Market offers locally grown and produced food and food products. It celebrates Hamilton's agricultural history and diversity by growing, nourishing, and inspiring our community.

The Hamilton Farmers' Market vision as approved by Council states: "Hamilton has a proud agricultural history and is a place where:

- Local food growers and producers prosper by finding local marketplaces for their products;
- Every resident has access to high quality, nutritious, locally grown food;
- Residents understand the value of strengthening the local economy by purchasing locally grown food; and,
- Relationships and opportunities are built between farmers, food producers, downtown merchants, consumers, and the Hamilton community."

Those vendors seeking a seasonal Outdoor Market truck site stall must complete and submit the following for each Saturday or series of Saturdays for which they request to occupy an Outdoor Market Stall Site:

- FORM A – Outdoor Market Vendor Application Form;
- FORM B – Product List and Grading Chart; and,
- Other Supporting Documentation as outlined on FORM A.

Applications are to be submitted in a sealed envelope addressed to Market Manager. Applications **MUST** be received and date stamped by the Hamilton Farmers' Market office, in person, email or by mail at, Hamilton Farmers' Market, 35 York Blvd., Hamilton, ON L8R 3K7, up to and including **FOUR o'clock p.m. local time, eight calendar days BEFORE the Saturday date requested**. No faxes accepted. The Market Manager has discretion in regard to this deadline.

The selection of stallholders will be determined at the discretion of the Hamilton Farmers' Market Manager, having regard to where the vendor and products rank on the priority list (see attached information sheet), quality of products, stall availability, past performance, timing of application submission, and any other factor the Hamilton Farmers' Market Manager considers in the best interests of the Market.

If any interested vendor has any questions regarding the information required, contact Donna Lee Macdonald, Manager, at the Hamilton Farmers' Market office, or by email at [HamiltonFarmersMarket@hamilton.ca](mailto:HamiltonFarmersMarket@hamilton.ca) or by phone at (905) 546-2424, ext. 2097

**FOR INFORMATION ONLY**



35 York Blvd.  
Hamilton ON L8R 3K7  
Tel: 905-546-2096

**Outdoor Market Stall Fees 2013**

A full outdoor Truck Stall Site is 24 to 30 foot frontage and costs \$35 for each Saturday.

Seasonal outdoor vendors may contract a stall for:

Season	Dates	# of Saturdays	Full Stall Cost
Full Outdoor Season	June 8 – November 2	22	\$770
Half Early Season	June 8 – August 17	11	\$385
Half Fall Season	August 17 – November 2	11	\$385
Half Season	11 consecutive weeks	11	\$385
Daily Rental	June 8 – November 2	1	\$35

**What type of vendor is the priority?**

The food content for the Outdoor Market will be local, seasonal produce.

Selection of vendors and their products will be made in the following priority:

1. Up to 50% of available Outdoor Market truck stall sites will be assigned to indoor Market stallholders, who are in good standing;
2. External Farmers; and,

### 3. Produce Distributors.

As part of the application review process, the Hamilton Farmers' Market Manager may visit farms and businesses of vendors to ensure product is produced locally and grown. Claims of "certified organic" or "MyPick.ca" must be backed up by documentation from an accredited certifier.

Other factors which will be considered in the selection of vendors are the quality of products, stall availability, past performance, timing of application submission, and any other factor the Hamilton Farmers' Market Manager considers in the best interests of the Market. The Market vendor selection will be determined at the discretion of the Market Manager.

## Payment

Full or half outdoor season:

- Full payment or post-dated cheques for each Saturday during the full outdoor season or half season due on signing of contract.

Single Saturday:

- Full payment due on signing of contract.

## Other Requirements

All products being sold in the Hamilton Farmers' Market must comply with applicable Municipal, Provincial and Federal regulations regarding labeling, measures, health and safety. Compliance with these regulations is the responsibility of the vendor.

All vendors shall sell only high-quality local seasonal produce at the Hamilton Farmers' Market Outdoor Market. Live animals cannot be sold at the Market.

## Information

If applicable, vendors must provide proof of a valid business license.

If applicable, verification of farming status along with all required certificates and licenses are due with the application form.

Vendors must provide proof of insurance as required by the City.

The Market Manager will assign all truck stall sites.

Vendors cannot sub-lease a stall.

All stalls will be located at the curb of the eastbound lane on York Boulevard between Park and MacNab Streets, outside the glass wall of the Hamilton Farmers' Market and the Central Public Library.

Vendors must sell on tables or shelving set-up on the sidewalk, beside their truck, parallel to the curb. Vendors must not sell out of the back of their trucks.

Vendors must provide their own tables. Table and or shelf width is not to exceed 3 feet. If pop up shelters or canopies are used, the width of the selling area cannot exceed 5 feet. The Market Manager reserves the right to limit the size and placement of the selling area and equipment.

Vendors must operate their stall from 7:00 a.m. to 3:00 p.m. unless the vendor sells out of product, in which case the vendor may close early.

Vendors who have a contract with the City of Hamilton for a stall in the Hamilton Farmers' Market will be eligible to apply for an Outdoor Market truck site stall.

Product criterion giving priority to local, seasonal produce will apply.



# FORM A

## Hamilton Farmers' Market 2013 Outdoor Market Vendor Application

### General Information

Farmer/Vendor Name	Business Name	
Address		
City	Prov.	Postal Code
Cell	Landline	
Email	Website	

### Product Information - Please complete the following:

What type of product will you sell?	Please circle all appropriate answers	Eggs	Meat	Flowers	Vegetables	Fruits
What type of vendor are you?	Please circle all appropriate answers	I am a grower	I am MyPick.ca certified	I am organic/organic certified by Agriculture Canada	I distribute seasonal produce	

**Please complete the *Product List and Grading Chart* attached. Include all of your intended sales inventory. If selected, this list will form part of your contract.**

### Space Requested Outdoors

I am a seasonal outdoor vendor requesting:	(Circle appropriate seasons)	Full Outdoor Season	Half early season June 8 - Aug17	Half fall season June 8 - Aug17	Half season 11 weeks consecutive	Single Saturdays	Date(s) Requested
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I/We hereby submit my/our application for an Outdoor Market truck site stall at the Hamilton Farmers' Market and hereby state that all the information is true, accurate and complete. I/We acknowledge that submission of this application does not guarantee that I/we will be assigned a stall. I/We agree that if my/our application is approved, I/we will be required to enter into an Outdoor Market stallholder contract with the City of Hamilton before I/we are assigned a stall.

All information contained in this application is subject to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*, and, as such, is public information and may be disclosed to third parties upon request. Further, documentation and information provided by me/us and any other factor bearing on the evaluation of this application may be disclosed to Council and accordingly may become part of the public record.

**Applicant's Name**

**Applicant's Signature**

**Date**

**NOTE: If applicant or any other related corporate or individual entity has had a contract with the City of Hamilton for space at the Hamilton Farmers' Market within the past 5 years, past performance will be considered in the evaluation of the application.**

Staff comments:

**Please submit this application along with all relevant valid forms & valid permits as listed below:**

**To complete this application you will need the following to be included and submitted with this form:**

1. A Hamilton Farmers' Market Vendor Application Form
2. A City of Hamilton Business Licence if applicable
3. A Certificate of Insurance
4. A Food Premise Inspection Certificate as issued by Public Health Inspectors\*
5. A Food Safety Certificate as issued by Hamilton Public Health Services\*
6. Organic (by Ag Canada) or MyPick.ca (by Farmers' Markets Ontario) Certificate #
7. Farm Identification Number - in addition a farm inspection visit may be scheduled


(\*) Farm Produce exempt from Food Premise Inspections and Food Safety Certificates

## Product List and Grading Chart

**FORM B**

**NOTE:** Items must be on list to be sold at stand. List is part of the contract.

Items produced by your business <small>For example: broccoli, cherry tomatoes, field tomatoes, etc.</small>		Trend items <small>For example: organic, environmentally friendly, heirloom vegetable, etc.</small>	
List Items	Quality/Grade <small>(i.e: 90% first field tomatoes &amp; 10% second field tomatoes or 50% AAA beef &amp; 50% AA beef)</small>	List Items	Quality/Grade <small>(i.e: 90% first blue corn &amp; 10% second blue corn)</small>

**NOTE:** Please photocopy and include additional pages as required.



## Hamilton

### **HAMILTON FARMERS' MARKET "MARKET CART PROGRAM" VENDOR CRITERIA & APPLICATION PROCESS**

The City of Hamilton is seeking vendors for the Hamilton Farmers' Market "Market Cart Program". As an historic community gathering place, the Hamilton Farmers' Market offers opportunities for artisans and craftspeople to offer for sale unique items generally not found in mass distribution.

The Hamilton Farmers' Market vision as approved by Council states: "Hamilton has a proud agricultural history and is a place where:

- Local food growers and producers prosper by finding local marketplaces for their products;
- Every resident has access to high quality, nutritious, locally grown food;
- Residents understand the value of strengthening the local economy by purchasing locally grown food; and,
- Relationships and opportunities are built between farmers, food producers, downtown merchants, consumers, and the Hamilton community."

Those vendors seeking a Market Cart must complete and submit the following:

- FORM A – Market Cart Program Application Form;
- FORM B – Product List; and,
- Other Supporting Documentation as outlined on FORM A.

Submit applications in a sealed envelope addressed to Market Manager. Applications **MUST** be received and date stamped by the Hamilton Farmers' Market office, by mail, email or in person at, Hamilton Farmers' Market, 35 York Blvd., Hamilton, ON, L8R 3K7 up to and including **FOUR o'clock p.m. local time, eight calendar days BEFORE the date requested**. No faxes accepted. The Market Manager has discretion in regard to this deadline.

Selection of Market Cart vendors will be determined at the discretion of the Hamilton Farmers' Market Manager, having regard to quality and nature of products, Cart availability, past performance, timing of application submission, and any other factor the Hamilton Farmers' Market Manager considers in the best interests of the Market.

If any interested vendor has any questions regarding the information required, contact Donna Lee Macdonald, Manager, at the Hamilton Farmers' Market office, or by email at [HamiltonFarmersMarket@hamilton.ca](mailto:HamiltonFarmersMarket@hamilton.ca) or by phone at (905) 546-2424, ext. 2097

**FOR INFORMATION ONLY**



35 York Blvd.  
Hamilton ON L8R 3K7  
Tel: 905-546-2096

### **Market Cart Program Daily Rental Fees 2012**

A Market Cart Program cart is approximately 15 square feet.

Market Cart Program vendors may contract a cart for:

<b>Day of the Week</b>	<b>Dates</b>	<b>Cart</b>
Tuesday	Year-round dates available at Manager's discretion	\$10
Thursday	Year-round dates available at Manager's discretion	\$10
Friday	Year-round dates available at Manager's discretion	\$10
Saturday	Year-round dates available at Manager's discretion	\$15

### **What type of vendor is the priority?**

The content for the Market Cart Program will be local artisan made products and crafts. Products must be in keeping with the image of the Market and product acceptability will be at the discretion of the Market Manager.

Selection of vendors and their products will be made in the following priority:

1. Local Artisans / Crafters
2. Distributor of Local Art / Craft products
3. Distributor of other Art / Craft products

As part of the application review process, the Hamilton Farmers' Market Manager may visit studios of vendors to ensure product is hand produced locally and/or request receipts of original raw materials purchased for the production of artisan goods.

Other factors which will be considered in the selection of vendors are the quality and nature of products, cart availability, past performance, timing of application submission, and any other factor the Hamilton Farmers' Market Manager considers in the best interests of the Market. The Market vendor selection will be determined at the discretion of the Market Manager.

Market Cart vendors may operate more than one cart at a time, subject to the above selection factors.

## **Payment**

Daily rental

- Full payment due on signing of contract

## **Other Requirements**

All products being sold in the Hamilton Farmers' Market must comply with applicable Municipal, Provincial and Federal regulations regarding labeling, measures, health, and safety. Compliance with these regulations is the responsibility of the vendor.

All vendors in the Market Cart Program shall sell only hand-produced artisan products and crafts.

## **Information**

If applicable, vendors must provide proof of a valid business license.

Vendors must provide proof of insurance as required by the City.

Product sample or photo or catalogue must accompany application for the approval process. (Product sample will be returned at the end of the selection process, please make sure products are labeled with contact information).

The Market Manager will assign all carts.

Vendors cannot sub-lease a cart.

All carts will be located in the Hamilton Farmers' Market and on the sidewalk directly beside and parallel to the Hamilton Farmers' Market's glass exterior and not on the curb as assigned by the Manager. The Manager has the discretion to assign all cart locations. Carts must be accepted as assigned. Vendors are not permitted to move carts from assigned area. To do so may result in immediate disqualification from the Market Cart Program.

Vendors must sell only on the surface area of the cart provided.

Vendors must not bring additional tables or shelving to expand selling area.

Vendors must operate their carts within the regular hours of the Hamilton Farmers' Market hours. No after-hours operation will be permitted.

Vendors who have a contract with the City of Hamilton for a stall in the Hamilton Farmers' Market will be eligible to apply for a cart in the Market Cart Program.

# FORM A

## Hamilton Farmers' Market 2012 Market Cart Program Vendor Application

### General Information

Vendor Name	Business Name	
Address		
City	Prov.	Postal Code
Cell	Landline	
Email	Website	

### Product Information - Please complete the following:

What type of vendor are you?	(Please circle all appropriate answers)	I am an artisan	I am a distributor of local handmade artisan and / or craft products	I am a distributor of other artisan/craft products
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### Market Cart Request

I am a Market Cart vendor requesting a Cart for a	(Circle appropriate day and insert date requested)	Tuesday (MM/DD)	Thursday (MM/DD)	Friday (MM/DD)	Saturday (MM/DD)	
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I/We hereby submit my/our application for a Market Cart at the Hamilton Farmers' Market and hereby state that all the information is true, accurate and complete. I/We acknowledge that submission of this application does not guarantee that I/we will be assigned a cart. I/We agree that if my/our application is approved, I/we will be required to enter into a Market Cart contract with the City of Hamilton before I/we are assigned a stall.

All information contained in this application is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, and, as such, is public information and may be disclosed to third parties upon request. Further, documentation and information provided by me/us and any other factor bearing on the evaluation of this application may be disclosed to Council and accordingly may become part of the public record.

**Applicant's Name**

**Applicant's Signature**

**Date**

**NOTE\*: If applicant or any other related corporate or individual entity has had a contract with the City of Hamilton for space at the Hamilton Farmers' Market within the past 5 years, past performance will be considered in the evaluation of the application.**

Staff comments:

**To complete this application, you will need the following to include and submit with this application all relevant valid forms & valid permits as listed below:**

1. A Market Cart Program Application Form
2. A City of Hamilton Business Licence if applicable
3. A Certificate of Insurance
4. Attach description and images or samples of your product
5. Completed Form B - Product List


**Product List and Grading Chart****FORM B**

NOTE:

Items must be on list to be sold at Cart. List is part of the contract.

Items to be sold at Market Cart, For example: handmade jewellery, knitwear, wooden bowls, tapestries, candles, etc.

List Items	Quality/Grade	Did you make these items?	Do you distribute these items?

NOTE: Please photocopy and include additional pages as required.