



# Winter Market

## 2018/19 VENDOR APPLICATION

Dear Vendors:

Welcome to The Link Winter Market! This is our first year and one that already is causing a 'buzz'. Our goal is to provide an environment for all visitors, local and beyond, to spend a Winter Sunday, once a month, at a unique market that offers access to exciting and talented vendors who make everything from clothing to delicious, comforting food. Are you in? Then read on for more info and the application form...

**DATES:** Every 3<sup>rd</sup> Sunday starting in December, ending in March:

Sunday, December 16, 2018	9 am – 2 pm
Sunday, January 20, 2019	9 am – 2 pm
Sunday, February 17, 2019	9 am – 2 pm
Sunday, March 17, 2019	9 am – 2 pm

**COST:** \$160.00 TOTAL (This secures your space for the four Sundays)

**ELIGIBLE**

**VENDORS:** Hand Crafters, Artisans, Farmers, Artists, Bakers, Chefs  
First preference will be given to vendors from the Georgina community followed by vendors from the greater York Region area.

**APPLICATION**

**DEADLINE:** Vendor applications must be completed and returned on or before October 31, 2018.  
e-mail: [mvandentillaart@georgina.ca](mailto:mvandentillaart@georgina.ca) OR [thelink@georgina.ca](mailto:thelink@georgina.ca)  
In-person : 20849 Dalton Road, Sutton, Att: The Link Winter Market (8:30 a.m. to 4:30 p.m.)

Vendors will be expected to be on-site at The Link by 8:00 am to set-up and remain until 2:00 pm and maintain coverage of their tables at all times. You will be given a space to fit a 6' rectangular table that you will supply. If you do not have access to a table please contact The Link and one can be supplied if available. All break-down and clean-up is the responsibility of the vendor.

Vendors will be required to provide a Certificate of Insurance (COI) in the amount of \$2MIL listing the Town of Georgina as an additional insured or purchase it from the Town at a cost of \$25.00 plus tax for a food/drink vendor or \$15.00 plus tax for "other" vendors.

We would like to request a donation of your product, along with your marketing material, as a prize/item in our draws on the first Sunday and the last Sunday.

**NOTE: All Food and Farm Vendors must fill out and return, along with this application, the York Region Vendor Application Form for Special Events (see attached).**

All items or ingredients prepared outside of The Link Winter Market, considered “Potentially Hazardous Foods” by York Region Public Health, must be prepared in an inspected kitchen or in the kitchen at The Link. Vendors wishing to rent The Link Commercial Kitchen (prior to December 16, 2018) can contact Michele Vandentillaart, The Link Program Coordinator: 905-722-8507 or [thelink@georgina.ca](mailto:thelink@georgina.ca) .

If you have any questions, please feel free to contact Michele Vandentillaart [mvandentillaart@georgina.ca](mailto:mvandentillaart@georgina.ca)  
We’re looking forward to connecting with you and making The Link Winter Market the place to be this Winter!

Sincerely,

Michele Vandentillaart  
The Link Program Coordinator  
[mvandentillaart@georgina.ca](mailto:mvandentillaart@georgina.ca)  
[thelink@georgina.ca](mailto:thelink@georgina.ca)  
905-722-8507

**2018/19 VENDOR APPLICATION**

Name: \_\_\_\_\_

Name of business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Cell #: \_\_\_\_\_ Business #: \_\_\_\_\_

Email Address: \_\_\_\_\_

# of tables (6 ft.): \_\_\_\_\_ *(Vendors can bring their own or request a table, based on availability)*  
*Note: if multiple tables are required this will be treated as an additional vendor space with applicable charges applied)*

Hydro Required? Yes: \_\_\_\_\_ No: \_\_\_\_\_

List all items to be sold in the chart below, include separate sheets if necessary. **For items not produced by Vendors, please include source of origin.**

Items Produced by Vendor	Items NOT Produced by Vendor

Having read and understood the rules and regulations thoroughly, I hereby agree to comply fully with these and all other Federal, Provincial and Municipal rules and regulations that apply. I may forfeit my right to sell at The Link Winter Market if I am found to be in non-compliance.

Signature of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

## RULES AND REGULATIONS

### LOCATION:

The Link, 20849 Dalton Road, Sutton West (indoors)

**NOTE: Registered Service Animals are welcome on all Town-owned property.**

### DATES: Every 3<sup>rd</sup> Sunday starting in December, ending in March:

Sunday, December 16, 2018	9 am – 2 pm
Sunday, January 20, 2019	9 am – 2 pm
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**SCHEDULE:** Vendors will be expected to be on-site at The Link by 8:00 am to set-up and remain until 2:00 pm and maintain coverage of their tables at all times. You will be given a space to fit a 6' rectangular table that you will supply. If you do not have access to a table please contact The Link and one can be supplied if available. All break-down and clean-up is the responsibility of the vendor.

**COST:** **\$160.00 TOTAL (This secures your space for all four Sundays) Cash or cheque made payable to Town of Georgina**

### APPLICATION

**DEADLINE:** Vendors must submit the application by **October 31, 2018 with full payment (see above)**

### ELIGIBLE

**VENDORS:** **Hand Crafters, Artisans, Farmers, Artists, Bakers, Chefs**  
**First preference will be given to vendors from the Georgina community followed by vendors from the greater York Region area.**

### VENDOR

#### RESPONSIBILITIES:

Vendors are responsible for providing verification, upon request, that all saleable products are made, produced or grown by the Vendor. Items not produced by the vendor must be documented and verifiable.

**No produce will come directly or indirectly from the Ontario Food Terminal.**

**NOTE: All Food and Farm Vendors must fill out and submit to York Region 'The York Region Vendor Application Form for Special Events' (see attached). A copy of the above York Region Vendor Application form must be attached with this application. The Link Winter Market is not responsible to submit these forms on your behalf.**

Compliance with both Provincial and Federal Sales Tax Regulations are the responsibility of the individual Vendor.

No person shall sell or offer for sale food that does not conform to the Public Health Act, and all regulations made thereunder. The Link Program Coordinator will conduct inspections at random or as required. The Link Program Coordinator has the right to request food items be removed if in violation of standards provided by York Region Community and Health Services.

No Vendor shall sell produce labeled "Organic" unless the produce is grown on a certified organic farm and has proof thereof.

All craft Vendors shall submit samples of their work, upon request, for approval prior to acceptance as Vendors.

Vendors agree to accept full responsibility for any loss, damage or accident occurring at The Link Winter Market as a result of negligence or willful default on the part of the Vendor.

Vendors will be required to provide a Certificate of Insurance (COI) in the amount of \$2MIL listing the Town of Georgina as an additional insured or purchase it from the Town at a cost of \$25.00 plus tax for a food/drink vendor or \$15.00 plus tax for "other" vendors.

All Vendors are responsible for compliance with health regulations.

All Vendors shall label their products clearly by type and price.

All Vendors agree to practice friendly customer service and not to engage in distress pricing.

Vendors are responsible for keeping their table area neat and clean at all times. At the end of the event, the Vendor is required to remove everything from his/her space and floor area.

Vendors are responsible for bringing their own tables and any other necessary display material.

Subletting of tables is not permitted, except for a member of the immediate family, and in that case, with the approval of The Link Program Coordinator.

The Link Program Coordinator has the right to move vendors to any location within The Link Winter Market area.

All vendors are responsible for notifying The Link Program Coordinator, in writing and one week in advance of the event, if they are unable to attend.

Vendors are responsible for obtaining all permits required in the production and sale of their goods.

**SET-UP:**

Vendors must arrive to The Link by 8:00 a.m. and ensure they are ready to sell by 9:00 a.m. Vendors must stay within the boundaries of their table.

The Link Program Coordinator shall have the right to approve any signs, decorations or displays in the Vendor's space and/or request changes or removals if necessary.

No Vendor shall make any changes or alteration to Town property.  
No signs or other material shall be affixed to any walls inside The Link.  
Vendors shall remain in their own market space when selling. Sales shall be conducted in an orderly manner.  
Vendor tables must be attended to at all times through to the end of the market day (2:00 p.m.) by a responsible person. No objectionable means of soliciting shall be permitted.  
The Town of Georgina cannot be held responsible for items destroyed by fire, vandalism, theft, or any other cause.  
Stereo equipment, televisions, VCR's or any other machinery which produces sound will be permitted only with the approval of The Link Program Coordinator.  
Vendors shall not block walkways or fire exits or other Vendors' tables.  
All Vendors shall post their name and address in a prominent and visible location including all required licenses, i.e. Health Unit, etc.

**ORIGIN OF PRODUCTS:**

Vendors shall only sell those items which are approved by The Link Program Coordinator.  
Only Ontario grown produce or meat may be sold.  
Any product not produced directly by the vendor must be clearly indicated by signage as to where it was produced.  
Products coming directly or indirectly from the Food Terminal are not permitted.  
All craft products must be new and not factory made or commercially produced.  
Flea market or manufactured items are not permitted.  
All produce, plants, flowers and meats must be produced, grown and processed in Ontario within 200 km of Georgina.

**PENALTIES:** Any person who contravenes any of the provisions of these Rules and Regulations is subject to the cancellation of their table space at The Link Winter Market and no refund.



## REQUIREMENTS

### Handling and Storage of Food:

What type of equipment will you have on-site to handle and store food? (check all that apply)

- Handwashing station       Two compartment dishwashing station       Liquid soap with paper towels
- Hairnets/hats       Cooking utensils - Specify total number \_\_\_\_\_       Serving utensils - Specify total number \_\_\_\_\_
- Thermometers for coolers/refrigerators       Probe thermometers       Sanitizing solution
- Other (specify): \_\_\_\_\_

Please provide an equipment layout for your booth at the special event:

*(Please note this section must be completed. The layout can be hand drawn in the space below or attached to this application.)*

**Please take the following into consideration.**

- Temporary handwashing stations shall consist of, at a *minimum*, an insulated container with a spigot that provides a continuous flow of running water, liquid soap, paper towels and a bucket to collect waste water. The temporary handwashing station must be set up on an elevated surface (i.e., table).
- Hand sanitizers do not replace the requirement for handwashing stations.
- All food served or sold at the special event must be prepared at an approved source.

**Comments:**

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Date

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Public Health Inspector's Signature

\_\_\_\_\_

Vendor's Signature

#### NOTICE OF COLLECTION

Personal information requested by staff is collected under the authority of the *Health Protection and Promotion Act* and will be used to provide statistical data to the Ministry of Health.

ORK-#587965-v3-VENDOR\_APPLICATION\_FORM\_FOR\_SPECIAL\_EVENTS\_Chapter\_2\_Appendix\_30.DOC

February 2011