



VENDOR VETTING GUIDELINES:

APPLYING TO THE MARKET:

Returning vendors:

- Encouraged to have their applications submitted by the Annual General Meeting (AGM) in March for consideration at the first Board of Directors meeting following the AGM.
- Every effort will be made to guarantee returning vendors their spot from the previous year, if desired, as long as there are no outstanding fees, fines or unresolved conduct issues.

New applications:

- Submit by the Annual General Meeting (AGM) in March to be considered in the first round of applications review. Additional applications will be reviewed if space is available.
- New applications can be submitted Market Manager through our website, email or in person at the market. The Manager will ensure applications are forwarded to the Board's Vendor Vetting Committee.
- Not for Profit and Community groups may be allocated occasional stalls by permission. They shall sell only products that are in compliance with our rules and shall not directly compete with vendor products. Contact the Market Manager for availability.

MARKET VENDOR VETTING PROCESS: New products and vendors are accepted based on the following considerations:

- To maintain our "Farmers Market" status, at least 60% of the total number of market stalls need to be allocated to producers (farmers). **Vendor operations must comply with ALL our Rules & Regulations**
- Vendor operation is operated locally, generally within 100km.
- Dates vendor is available to attend.
- Vendor offers new or unique products to our market.
- Preference will be given to those baked good vendors and prepared food vendors that can verify the use of locally produced ingredients in their products.
- For specialty items, we usually allow up to two vendors to have the same product on their table (i.e. honey, maple syrup) but reserve the rights to limit or add additional vendors to bring these products in. Returning vendors are given precedent.

Board of Directors (BOD): Group of volunteers elected by membership that oversee all aspects of the Peterborough Downtown Farmers' Market.

Vendor Vetting Committee: Subcommittee of BOD responsible for reviewing all new and returning vendor applications. They will approve new items proposed by returning vendors and selecting new vendors to join our market.

Market Manager: Jillian Bishop. Contact via: wedmarketevents@gmail.com or www.ptbodowntownmarket.com