



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 interested returning vendors their spot from the previous year, so long as all regulations are met, and there are no outstanding fees, fines or unresolved conduct issues.
- Applications will not be approved until payment is made in full (cheques post-dated for May 1st accepted), and the BOD is able to confirm that the applicant satisfies the following regulations. Applicants agreed to a farm/ kitchen visit to verify they are producing their own goods.

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 through our website, email or in person at the market. The Market Manager will ensure applications are forwarded to the Board of Directors.
- 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.

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

Vendor operations must comply with ALL our Rules & Regulations

- To maintain our “Farmers’ Market” status, at least 60% of the total number of market stalls need to be allocated to producers (farmers).
- Vendor operation is operated locally, generally within 100km.
- New applicants cannot operate an existing storefront as the business they are applying as.
- Dates vendor is available to attend.
- Vendor offers new or unique products to our market.
- Preference will be given to prepared food vendors that can verify the use of locally grown ingredients, and that do not operate from a previously established storefront.
- For specialty items, we usually allow up to 2 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. Responsible for reviewing all new and returning vendor applications. They will approve returning vendors applications and selecting new vendors to join our market.

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