

The Guelph Farmers' Market *est. 1827*

Becoming a Vendor at the Guelph Farmers' Market

The City of Guelph welcomes committed and professional vendors who offer unique, quality products to apply to our historic year-round community market.

By following this checklist, you can ensure that the application process goes as smoothly as possible. Should you have any questions along the way, you can always contact the market office (contact info is listed in the footer of this document).

General Information

Food for Thought

- ◇ We encourage all prospective vendors to visit the market as a patron, prior to applying to become a vendor, in particular if they haven't been to the market before. Market Day is every Saturday, year-round, opening to the public at 7 a.m. and closing to the public at 12 p.m.
- ◇ Ensure that you or your business are based in Ontario, with preference being given to residents and businesses in Guelph-Wellington County first.
- ◇ Understand that the majority of the applications, approvals and rentals are done in December of the previous year. Space is limited so applying early is ideal. Applications will be received and assessed throughout the year, but vendors will only be approved on an as-needed basis to compliment the composition of the market.
- ◇ The Market runs year-round; the outdoor season runs from April 1st to November every year. Outdoor stalls are reserved for farmers only.
- ◇ Part of our selection criteria allows for only three (3) vendors at our market to be able to sell the same product. This selection criteria applies to all products, but farmers are exempt from this parameter and can sell any farm products as long as the products originate directly from their own farm.
- ◇ There are 4 Vendor Categories (A Vendor can only be listed under one category and cannot cross-sell across categories); 1. Farmer, 2. Prepared Foods, 3. Food Reseller, 4. Arts & Crafts
- ◇ Visit our website at www.Guelph.ca/FarmersMarket, and read the following documents:
 - *2021 Vendor Handbook*
 - *Guelph Farmers' Market By-Law (2009)*
 - *Wellington-Dufferin-Guelph Public Health Guidelines (if applicable to vendor products)*
- ◇ Review our pricing structure. All indoor rental space is priced off linear frontage of table/booth space. The minimum rentable space is 4ft. All prices include HST. All prices are per market day.
 - ◇ 4ft - \$15.46 | 6ft - \$23.19 | 8ft - \$30.92 | 10ft - \$38.65 | 12ft - \$46.38
 - ◇ Outdoor Stall (roughly 10'x10'; tent/canopy not provided) - \$36.42

After completing/reviewing the above, see next page on *How to Apply*

The Application Process

Prepare Your Entree

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Please follow the **5 Steps** in order to ensure that your application is received in good standing. Depending on the composition of the market, applications will be reviewed on an as needed basis. All applications will receive some notification as to their standing within 2 weeks. Ensuring your application is complete will allow for the review process to proceed as quickly as possible. Incomplete applications will be notified and rejected without review. If you have accessibility needs, please contact the market office directly.

◇ **Step #1 – Register on Manage My Market**

- The Guelph Farmers' Market uses Manage My Market, a web-based vendor management program for managing the market.
- Go to ManageMyMarket.com/Register.aspx
- Register as a Vendor

◇ **Step #2 – Ensure Your Manage My Market Profile is Complete**

- Ensure you've chosen your accurate vendor category
- If approved, sections of your profile will be visible to the public so we encourage you to tell your story, including detailed descriptions and pictures, where applicable
- Populate your "Products" tab with all the products you wish to have reviewed with your application; be as specific as possible when choosing your product categories

◇ **Step #3 – Apply to the Guelph Farmers' Market 2021 on Manage My Market**

- The Guelph Farmers' Market 2021 will be listed on Manage My Market as an available market to apply to; select our market and apply, filling in all the necessary fields

◇ **Step #4 – Send in the Public Health Form (applicable for all farm/food products)**

- If you are selling any type of food, you are required to fill out the Wellington-Dufferin Public Health application form and send it in via e-mail to the address attached to it. The form can be found on the Guelph Farmers' Market website and on Manage My Market

◇ **Step #5 – Upload Your Insurance Certificate to Your Manage My Market Profile**

- A certificate of insurance listing the vendor as the "licensee" and the City of Guelph, 2 Gordon St, Guelph, Ontario, N1H 4G7, as an additional insurer is required to be a vendor at the market.
- The insurance certificate must carry a minimum general liability coverage of two million dollars (\$2,000,000) and list an expiration date
- The certificate can then be uploaded directly to your Manage My Market profile under the "Licences" tab; please indicate the expiration date in the drop down menu when uploading

You're done applying! Market staff will be in touch soon regarding your application status.

We thank you for your interest in the *Guelph Farmers' Market*