



**Minto Farmers' Market**

**Vendor's Handbook of Rules & Regulations**

**2026 Market Season**

[www.mintofarmersmarket.ca](http://www.mintofarmersmarket.ca)

## ORGANIZATION

### Minto Farmers' Market Committee

The mission of the Minto Farmers' Market Committee is to maintain Farmers' Market for the purpose of marketing local farm, agriculture, and craft products and to improve production of, stimulate public interest in and increase consumption of local products. The Minto Farmers' Market is therefore open strictly to local and bona fide producer-vendors. All Vendors must sign that they have read and will abide by the rules of the Farmers' Market.

## MARKET LOCATION & SEASON

### Location

The Minto Farmers' Market is located at the Palmerston Railway Heritage Museum, 164 William St. Palmerston, Ontario.

### 2026 Dates & Hours

Minto Farmers' Market – Saturdays from June 6 – September 26 from 9:00 a.m. to 12:00 p.m.

## VENDORS

To become a vendor at the Minto Farmers' Market, persons must submit the proper application, be approved by the Minto Farmers' Market Committee, and agree to abide by the Rules and Regulations. A breach of the Minto Farmers' Market Rules and Regulations shall be grounds for no longer being allowed to vend at the Market. If you are vendor selling food products you must also complete the applications required by the Wellington Dufferin Guelph Public Health Unit.

### 25% Rule

The sale of items grown or produced by anyone other than the vendor is only permitted by special provision. Such items must be approved by the Committee. For approval, at least 75% of what is being sold is the vendor's own product and the resell items cannot be in competition with *locally grown* items for sale by other market vendors. *And further to that, items grown or produced outside of the 50km radius are identified as such and must be products of Ontario.*

### Residency

Applicants must be residents of Ontario and grow or produce the goods within a 50 km radius of Minto.

### Vendor Status

There are two types of Vendor status available at the Market:

- Daily Vendors attend the Market on a day-by-day basis.
- Seasonal Vendors attend the Market full-time, and are:
  - Full season, attending for the entire summer season June to end of September.

\*Please note that at the time of filling out the vendor application, you will be asked to provide your availability. If you are unable to attend a market during the season that you marked as available, please notify the Market Manager at least 24 hours in advance.

## APPLICATION AND SELECTION PROCESS

### Vendor Distribution

The percentage of primary producers/growers (product is grown or raised by the vendor) to non-growers shall be no less than 51% which qualifies the Minto Farmers' Market to be considered true "Farmers' Market" as defined by Farmers' Market of Ontario (FMO). The Wellington Dufferin Guelph Public Health Unit (WDGHU) is the body which verifies whether a vendor is a primary producer, and any determination of the WDGHU overrides the Minto Farmers' Market Committee classification of primary producer/grower or non-grower.

## Vendor Agreement

All applicants to be a vendor must complete a "Vendor Application" form annually. The purpose of the Vendor Application procedure is to maintain a high quality, producer-based market, to provide a variety of balance of products, to ensure fairness to all Vendors and to ensure that Vendors abide by the rules of the Market.

## Review & Jurying

The completed Vendor Application form is reviewed by the Minto Farmers' Market Committee. All products offered for sale must be juried by the Committee to ensure they are indeed produced by the applicant, are produced within the 50 km radius, are of high quality and are compatible with the other products sold at the market.

## BOOTH/STALL ALLOCATION

The Minto Farmers' Market Committee shall assign stall space on the first day of the season. The Minto Farmers' Market Committee may move a vendor for reasons of safety, health, product compatibility and any other valid reason at their discretion; however, the Minto Farmers' Market Committee will make every effort to keep a vendor close to their originally designated location to minimize disruption for customers.

## Space Limitations

Vendors may apply for multiple stalls, but allocation depends on space availability at the time.

## FEES

**Booth/Stall Fees.** Fees are based on the size of the booth/stall.

- Daily: Payable each day of market on arrival.
- Season: Full Season fees are discounted from daily fees and payable in advance.

### 2026 Season Fees

| Booth Size | Price |                  |
|------------|-------|------------------|
|            | Daily | Full Season Rate |
| 10 X 10    | \$15  | \$200 (17 weeks) |

## Hydro Usage

If you require hydro at the Market the cost will be \$2 daily, or \$30 for the season.

## VENDOR RESPONSIBILITIES

### Compliance

Vendors must comply with the following: failure to do so shall be grounds for no longer being allowed to vend at the Market:

- The Minto Farmers' Market Rules and Regulations
- Municipal, Provincial and Federal Regulations regarding labeling, measures, health, and safety etc. for all products offered for sale at the Market. Compliance is the responsibility of the individual Vendor and not the Minto Farmers' Market Committee.

### Punctuality

Vendors must arrive at the Market in time to unload, move products into the booth/stall, park vehicles, setup their booth/stall and open for business at the designated opening time (see article 6 for times). Vendors must keep their booth/stalls open for the entire Market day and not begin to tear down before designated closing time.

### Displays

Vendors are responsible for providing all display materials (displays, tables, chairs etc.) and setting up and tearing down any displays. Booths should have an attractive and professional appearance, enhanced by good presentation and cleanliness.

### Parking

Vendors are required to park in the designated areas after unloading their products.

## **Farm Products Grades and Sales Act**

Products should be sold by units or legal containers, such as bushel, 4-litre baskets, quart, etc.

## **Food Safety**

Every person handling food product must maintain a very high standard of personal hygiene and cleanliness. In fact, all Vendors and staff must practice these standards to prevent the transfer of pathogens between Vendors/staff and therefore to foods. Please adhere to the guidelines outlined below.

Farmers' Market Food Vendors are responsible for the following:

- Submitting a [Farmers' Market Food Vendor Application Form](#) to Public Health at least 30 days prior to selling food at the Market, and receiving approval from Public Health.
- Reviewing & following the instructions on the [Farmers Market Food Vendors Fact Sheet](#).

### *Safe Food Handling Requirements*

- All foods offered for sale must be protected from contamination during transportation, display, and sale.
- All hazardous foods are required to be transported and held cold (4 °C or less) or hot (60 °C or higher).
- Thermometers are required to verify the temperature of hazardous foods.
- Any food handling or preparation taking place at the market stall will require a hand-washing station.
- A certified food handler is required if there is any on-site food handling/preparation of hazardous food.

### *Food Sampling Requirements*

- All food products are required to be protected from contamination (e.g. food grade wrap, lids, sneeze guards).
- Use utensils such as tongs and serving spoons to serve food into individual sample size portions.
- Food samples should be provided in single servings using single service utensils (paper cup, napkin etc.).
- If samples are not prepackaged, a hand washing station is required at your booth.
- A garbage receptacle should be available for service utensil disposal.
- Customers should not be able to touch other food samples.

### *Display Requirements*

- All foods are required to be protected from contamination.
- For hazardous foods, a refrigerated display case or display case that can hold crushed ice is required.
  - If using ice, food must be immersed in the ice.
  - If using freezer packs, food must be fully surrounded.
- Indicating thermometers are required to be packed in the units to verify temperature control.
- All food vendors are required to ensure food is protected from above (i.e. a tent, roof).

### *Labelling Requirements*

- All processed foods must have appropriate labelling as per the Canadian Food Inspection Agency. Products only sold at the market (not retail) are exempt from some of these labelling requirements, but still must have the following information on the product:
  - Common Name
  - Business Name & Contact
  - Net Quantity (metric units) (where applicable)
  - Ingredient List
  - Specific safe handling instructions, storage, expiry/best before date, or allergy alerts

### *Prohibited Food Products*

- Ungraded eggs and used egg cartons (proof of grading required).
- Unpasteurized dairy products
- Meats that have not been provincially or federally inspected (receipts required).
- Unlabeled Products

Please refer to the information provided by the Wellington Dufferin Guelph Public Health Unit. Guidelines for Farmers' Markets can be found at [wdgpublichealth.ca/professionals/businesses-operators/farmers-markets](http://wdgpublichealth.ca/professionals/businesses-operators/farmers-markets)

## **Refuse**

Booth/stalls must be kept free from refuse during the Market day, and at the end of the day all refuse from removal must be placed in the bins provided, except cardboard boxes which must be broken down for recycling and placed beside garbage bins, not in them. This is especially critical for any produce and food vendors, because of the risk of vermin and scraps of any such material must be scrupulously cleaned up from the ground or floor.

## **In-booth Storage**

Storage containers and equipment shall be confined to one's Market space and kept out of sight.

## **Live Animals**

Live animals may not be sold at the Market. Vendors are not permitted to have pets in the Market under any circumstances, guides dogs accepted.

## **Insurance**

While the Minto Farmers' Market does carry basic Public Liability and Property Damage Insurance, any additional insurance coverage is the responsibility of the individual Vendor. The Minto Farmers' Market Committee bears no responsibility for any Vendor property at the Market. As the Town is just supplying the space, vendors are responsible for the sale of their products and are encouraged to have their own insurance for potential risks.

## **Community Table**

A community table is available to charity and non-profit organizations, at no cost, for fund-raising, promotional and educational purposes. Any products to be offered for sale must not be in competition with the market Vendors, and all Minto Farmers' Market Committee rules and regulations will apply.

## **Vendor Code of Conduct.**

All vendors must be respectful at all times to all fellow vendors, Steering Committee members, Market staff, Market volunteers, Market patrons, and all other concurrent users of the Park space. Sales must be conducted in an orderly and business-like way, and no shouting, calling out to passing patrons, or other objectionable means of soliciting trade are permitted. Please note that the Market will be sharing the use of the Park with others who may have different affiliations and interests, and as such must co-operate with those others, and not create any nuisance to those others.

No alcoholic beverages are permitted at the market (Exception: VQA wine samples provided by a vendor). *Smoking by vendors is not permitted at the market.*

The Town of Minto, under the *Smoke-Free Ontario Act, 2017* (SFOA, 2017) prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public spaces, as well as other designated places in Ontario, to protect worker and the public from second-hand smoke and vapour.

Smoking and vaping is not permitted on the outdoor grounds of community recreational facilities or public spaces within 20 metres of the perimeter of the grounds.

## **Vendor Concerns or Grievances.**

Vendors are strongly discouraged from discussing Market issues in front of patrons; however, Vendors are encouraged to first approach the Market Manager or designate if they encounter a problem needing immediate action. The Market Manager or designate will attempt to resolve the situation. If the situation cannot be resolved in the moment by the Market Manager or designate, all discussion on the matter will cease for the duration of the Market, to remain courteous and professional in front of all fellow vendors, Steering Committee members, Market staff, Market volunteers, Market patrons, and other users of the Park. The Market Manager or designate will request that the vendor submit a detailed letter detailing the concern to the Steering Committee. The Steering Committee will then consider this information as soon as possible and has the authority to make the final decision on the outcome of the grievance and the penalties for non-compliance.

## MARKET MANAGER OR DESIGNATE ON SITE

### Applying the Rules and Regulations.

The Market Manager or designate supervises the day-to-day operation of the Market, and applies the rules and regulations as detailed in this Handbook, and any other guidelines at the time (i.e., COVID-19 Guidelines). The Market Manager or designate will issue a written warning to a vendor when a violation of the rules and regulations occurs and will report these violations to the Farmers' Market Committee promptly. The Committee will then follow up with the vendor prior to the next Market day and communicate to the vendor what actions need to be corrected to meet current guidelines. If the vendor does not make corrective actions, and/or continues to not follow the Market's rules and regulations at the following Market day, the Market Manager or their designate, can ask for their removal from the Market. If this occurs, the Market Manager or their designate, discuss with the Farmers' Market Committee if their removal from the Market should be permanent. This decision will be communicated with the vendor either by phone, email or letter prior to the next Market day. In the event the removal is permanent, and the vendor has pre-paid for any future Market stall days, the vendor shall be re-imbursed their money. If a vendor has been removed permanently, they are no longer allowed to return to the Market as a customer or vendor, unless the Market Committee agrees to lift their ban.

### Removal of Persons.

The Market Manager or designate has the authority, with cause, to request any vendor or other person to leave the Market operating area and, if necessary, to call the police for assistance. Cause for removal includes acts of harassment towards other vendors or Market patrons, refusing to follow Market rules that have been laid out in this guideline or rules that have been made on a temporary basis (i.e., Covid rules); refusal to follow proper public health guidelines, and any other guidelines of the day.

## 2026 MINTO FARMERS' MARKET COMMITTEE

|                          |                  |          |                            |
|--------------------------|------------------|----------|----------------------------|
| Chair Luke Hartung       | Committee Chair  | 497-4559 | luke.hartung@gmail.com     |
| Bob McEachern            | Museum Rep.      | 343-3435 | bobmc81@bell.net           |
| Councillor Jean Anderson | Council Rep.     | 505-5914 | janderson@town.minto.on.ca |
| Erin Raftis              | Market Manager   | 338-2511 | erin@town.minto.on.ca      |
| Various MFM vendors      | Members at Large |          |                            |

If you have any questions regarding the Minto Farmers' Market, please contact:



Erin Raftis, Minto Farmers' Market Manager

Town of Minto

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