



KIRKLAND LAKE FOOD & ARTISAN MARKET

2024 RULES & REGULATIONS

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1. The Market is managed by the Town of Kirkland Lake Department of Community Services. The Town of Kirkland Lake will approve vendors, enforce rules/regulations, approve vendor spots, promote the market, and have a designated employee present on each market date.
2. All vendors are required to fill out a 2024 Kirkland Lake Food & Artisan Market Vendor Application and submit any required documentation. Each vendor is responsible for complying with all Timiskaming Health Unit regulations at all Markets.
3. The Kirkland Lake Food & Artisan Market accepts food vendors who sell their own farmed/gardened goods and/or foods they have produced/prepared. Preference will be given to local products and producers. Non-local will be considered anyone who does not pay their taxes to the Town of Kirkland Lake. The Town of Kirkland Lake reserves the right to choose applicants. All products must be approved by the Town of Kirkland Lake and the Timiskaming Health Unit.
4. The Kirkland Lake Food & Artisan Market accepts artisan vendors who sell products that are 100% original and hand-produced or grown by the vendor. We will not accept vendors who provide goods or services that is a core service of a local existing business, nor will we accept vendors who sell for direct sales companies. A maximum of 40% of vendors at the Kirkland Lake Market can be classified as 'artisan'.
5. The cost to be a vendor is based on a per-season or per-week category, their desired frontage and location, use of electricity or tables, and whether or not the vendor is considered local (pays taxes to the Town of Kirkland Lake). For current rates, please refer to table below:

2024 Kirkland Lake Food & Artisan Market Fees	Local	Non-Local
Vendor – Seasonal (12' Frontage)	\$193.32	\$231.98
+ Per Additional Foot of Frontage	\$12.08	\$14.50
+ Electricity	\$35.36	\$42.43
Vendor – Weekly (6' Frontage)	\$14.87	\$18.59
+ Per Additional Foot of Frontage	\$1.42	\$1.77
+ Electricity	\$4.42	\$5.31
Vendor - Weekly (Outside Pavilion with 12' Frontage)	\$11.15	\$13.94
6' Table Rental for KLFAM	\$4.42	\$5.31
Kitchen Rental for KLFAM	\$19.65	\$24.56

6. **Membership fees are due, in full, at the first market you attend.** Price will vary based on frontage, stall location, and electricity. **Please confirm cost prior to payment.**

- a. We accept cheques made payable to "The Town of Kirkland Lake". Other forms of payment include cash (exact change only); and debit or credit card which can only be accepted at the Joe Mavrincac Community Complex, located at 55 Allen Avenue.
- b. Weekly vendors must pay for all market dates checked off above. Additional dates may be requested but are not guaranteed once the Market season begins. Weekly vendors may request a change to their scheduled dates at least 2 business days prior.

7. The Market is located at the Civic Park Pavilion, 20 Tweedsmuir Avenue (corner of Nipissing Lane and Tweedsmuir Avenue in Kirkland Lake) on each Tuesday, rain or shine from June 18 to October 8. Seasonal food vendors will be given a spot under a covered pavilion with a cement floor, unless otherwise requested on the Vendor Application.

8. Vendors are responsible for bringing all of their own equipment to set up. The Town only provides **space** and **electricity** for vendors. Should vendors forget to bring a table, 6-foot tables may be rented at an additional cost of \$5 (local) or \$6 (non-local) each week – first come, first serve.

9. **Sales are only permitted between 3:00 – 6:00 pm.** If a vendor completes a customer transaction of any kind before the start of the market, they will be given a warning. Any further transactions before the start of the market may result in membership termination.
 - a. The Civic Park pavilion will remain closed to the public until the Market opens at 3:00 pm. There are multiple entrances into the market thus staff will try their best to keep patrons out and vendors are encouraged to do the same.
10. Vendors may begin setting up at 12:30 pm and must be ready to sell by 3:00 pm. Vendors may drive into the park using the entrance on Nipissing Lane between 12:30 – 2:30 pm to unload.
 - a. All vehicles are to be moved outside of Civic Park **immediately** after unloading to leave space for other vendors to unload during set up. **Absolutely no vehicles should be inside of Civic Park after 2:30 p.m.,** unless arranged with the Activity Coordinator. We ask that all vendors drive with extreme caution with windows rolled down while inside Civic Park.
11. Vendors arriving after 2:30 pm must park outside of the fence and bring their products into the Pavilion by foot. Town of Kirkland Lake employees may be able to assist vendors who arrive after 2:30 pm. Vendors not on site by 2:30 p.m. forfeit their stall location.
12. Vendors are not permitted to tear down until 6:00 pm unless sold out. Each vendor is responsible for returning their spot to its original condition upon vacating. Municipal representatives will empty garbage bins in the Pavilion and Park.
13. **Seasonal vendors** will get a **minimum of 12' of frontage x 6' depth.** **Weekly vendors** will get a **minimum of 6' of frontage and 6' depth.** If more (or less) frontage is required, vendors will be charged a fee per additional foot of frontage. Seasonal vendors requesting less than 12' of frontage will be given a discount. Permanent alteration to Park property is not allowed.
14. Seasonal food vendors are guaranteed the same location for the season. Weekly vendors may be rotated based on several factors. Requests for location will be noted, but not guaranteed.

15. Subletting of vendor stalls is not permitted.
16. Vendors are asked to inform Town Staff of any planned absences as early as possible. Any vendors who are considered to be a 'no-show' OR do not give at least 24 hours notice of a missed Market Day will be charged for that day. Vendors who fail to notify Town Staff of their absence two weeks in a row may lose their vendor stall for the remainder of the season.
17. **Electrical access is limited** and is reserved for seasonal food vendors. If additional electricity is available, it will be based on a first-come, first-serve basis or at the discretion of the Activity Coordinator.
18. Washroom facilities and outdoor water access are available within the park.
19. Sales must be conducted in an orderly business manner. Shouting or aggressive solicitation is not permitted. Any complaints brought forward will issue first a verbal warning to the vendor, followed by a written notice and then removal from the Market.
20. Correspondence with vendors will be **via email**, unless vendors indicate an alternative contact method. The Town of Kirkland Lake may contact you to update on special features of upcoming markets or any changes to rules and regulations. Rules may be amended at any time.
21. It is encouraged that vendors commit to a full season attendance for consumer consistency. If there will be a known absence please communicate with the Activity Coordinator as early as possible.
22. All Vendors wishing to sell prepared or processed food must have a Food Handler Certificate from a public health unit prior to attending the market. Information about obtaining a certificate is available through the Timiskaming Health Unit.
23. All Vendors selling alcohol must have approval from the Alcohol and Gaming Commission of Ontario prior to selling at the market. Attach the relevant paperwork showing AGCO approval Market. All staff at alcohol Vendor booths **MUST** have their Smart Serve Cards.

24. The Town of Kirkland Lake shall carry **liability insurance** to protect the Market. This insurance does not cover vendor products. Each vendor is encouraged to submit a copy of their own insurance, if applicable. Insurance can be purchased through the Town of Kirkland Lake for an additional fee. Contact the Activity Coordinator for details.
25. Vendors using electricity or preparing food on-site must have a fire extinguisher at their station. Proper use of extension cord safety including trip hazard is your responsibility. Personal Generators will not be permitted to run during market hours without prior approval. Food Trucks are exempted.
26. Pets (aside from service animals) are not permitted in the park.
27. Smoking is prohibited. Under the *Smoke-Free Ontario Act*, you cannot smoke or vape on the outdoor grounds of a community recreational facility or any public area within 20 meters of its grounds.
28. An appropriate and respectful attitude towards other vendors, the public, Town of Kirkland Lake staff, and the Kirkland Lake Food & Artisan market is to be always maintained.

COVID-19 RULES

- Vendors are required to self-screen each market day. If you have symptoms of COVID-19, you should not attend until you are 24 hours symptom-free.
- Vendors are required to implement appropriate infection prevention and control measures at their stall, including but not limited to disinfecting commonly touched surfaces and disinfecting hands after handling cash.