



Aylmer farmers market vendor rules, and regulations

1. Location

- Parc Commémoratif rue Principale (Aylmer)

2. Hours and dates of operation

- June 4th to October 1st, 2023
- Sundays from 10 am to 3 pm
- You must be present at your booth from opening time to closing time. You must be ready by 9h45 no set up after this time.
- **If you cannot be present or provide a replacement, you must notify us as soon as possible by contacting the OAM: 819-661-5783. In the event of a no show/no call a verbal notice will be giving, for a second infraction a writing notice will be send to you terminating your rental space without refund,**

3. Venders and products

- All products must be locally made by you (the vendor).
- NO re-selling of store-bought goods will be allowed.
- To complete the offer the vendor can offer up to 10% of the products in his/her kiosk from other locally sourced products upon approval.
- **You must provide a complete list of the product offer and you must respect this list. If during the season you wish to offer more products, they must be approved in advance.**
- All vendors are required to have the necessary permit. (MAPAQ) for food vendors (SAQ) for alcohol sell. The permit #must be provided.
- No exclusivity right will be accorded but we reserve the right to limit the number of vendors in the same category to maintain market viability.
- All requests must be made in writing be completing and signing this application form. The OAM reserve the right to deny any request if it deems that he product or services are not compatible with our mandate.

4. Market Stalls, Awnings, and sign

- You must provide your own 10'x10' tent and table. The tent must be approved by Health Canada and must be fire resistant. It is suggested to get one with a reflective liner and a back panel to keep the sun and rain out.
- Tablecloth must be used (plastic or cloth) no bare tables.
- All products **MUST** be displayed on your table (excluding refrigerated or frozen products). It must be clear to the client what you are selling, and stock must be visible. Often clients will walk past stall when there appears to be not much left, limiting sales.
- The consumer protection law requires that all items be prices, either on each item or

close by.

- All vendors must respect the Québec signage law; all banners/signs/description of articles must be in bilingual. You must be able to serve the customer in French.

5. Stall fees

- Full time (18 days) **450\$** with electricity 15 aps 500\$
- Part time (9days) **275\$** with electricity 15 aps 300\$
- Casual (per day) **40\$** with electricity 15 aps 50\$

6. Parking and vehicle

- Vehicles are strictly forbidden on park grounds.
- **Parking is provided for the vendors at the Frank Robinson arena 92 rue Patrimoine** and no vehicle will be parked on adjacent street to the park. These parking spaces are for our CLIENTS. During set-up and at the end of the day we ask that you unload your things as quickly as possible then move your vehicle before setting up your booth. Sanctions will be taken against vendors who do not respect this rule.

7. Promotion & marketing

- To help us promote the market we ask that you include your facebook page information as well as your Instagram account.
- Full and part time vendors will have a link on our vendor page of our website.
- Vendors will be feature on our Facebook page during the season.

8. Codes of conduct

- The market is non-smoking for reason of safety and hygiene. Please respect your neighbours and clients we asked that you smoke outside the park.
- All refuse generated by your kiosk will be your responsibility so be sure to bring the appropriate supplies to do so. **The market garbage cans are for the public, not for our vendors.**
- There will be solicitation or hawking tolerated.
- Vendors will not disturb the normal enjoyment of the premises for other vendors, the public and representatives of the OAM. Accordingly, you and your employees shall refrain from any verbal attack or any form of intimidation, any language or rude and disrespectful behavior, solicit public shouting.
- Disrespectful behavior includes questioning or interrupting the conversation of a customer with another merchant.

9. Payments and refunds

- We will be accepting last minute vendors on a case-by-case basis depending on availability. The reservation however has to be made the Thursday before 5pm prior to the Sunday requested.
- All payments are to be made in advance. By direct deposit or interact transfer a week prior to the date selected. By check (30 days prior) please make check payable to **Marché du Vieux Aylmer** and sent to : 428 de Charny, Gatineau, J8R 0A5.
- Remember that this market happens rain or shine and no refunds will be given once the dates are confirmed.
- Payments and dates are non-transferable.

10. Market agreement

- All vendors must sign the application form stating that you have read, understood, and agree to comply with the rules, regulations, guidelines and other recommendations of the OAM, failure to do so may lead to expulsion from the market and this without any refund.
- **The market is required to produce a report on the economic benefits of the market, because of this you will be asked to submit your approximate daily sales number every week. Please note that this will be done anonymously and strictly confidential.**
- Vendors are required to comply with current Covid-19 regulations.