



## THE LOT MANOTICK FARMERS MARKET 2024

Vendors' Handbook  
Sundays, June 2 to October 13, 2024  
10am to 4pm  
5546 Manotick Main St.  
Manotick, ON K4M 1B3

# Organization

## Welcome

Discover The Lot Manotick – your vibrant new Sunday market, bringing the best of the Greater Ottawa Region to the town of Manotick. Starting late spring 2024, join us every Sunday in the back parking lot of the beloved 692 Coffee and Bar along Manotick Main Street. Immerse yourself in local flavors and talents from June 2nd to October 13th, 2024.

## Our Story

Founded by the dynamic quartet behind Manotick's cherished 692 Coffee and Bar – Laura, Dani, Jess, and Charlie – The Lot Manotick is a testament to their commitment to bringing the community together.

For five years, 692 has been more than just a coffee shop – it's been a hub of community, "where strangers become friends". Laura, Dani, Jess, and Charlie have poured their hearts into creating a welcoming haven where everyone feels like family. With a perfect back parking lot, the owners of 692 saw an opportunity to extend their community spirit even further. And so, The Lot Manotick was born – a vibrant Sunday farmers market where the town can come together to celebrate the best of local agriculture, culinary delights, and artisan craftsmanship.

At The Lot, you'll discover more than just fresh produce and artisanal goods; you'll find the heart of Manotick. With live music performances from the talented Josh MacFarlane, 692's Sunday singer. Join us as we embark on this exciting journey in our own backyard.

## Our Mission

To cultivate community connections, champion local sustainability, and offer a diverse array of high-quality agricultural goods, prepared foods, and artisan crafts. Bringing community and artisanal excellence together.

## Our Values

1. **Community-Centric:** We prioritize building strong relationships within the community, fostering connections between producers and consumers. Providing access to local goods and creating a space where everyone feels welcome and valued.
2. **Local Sustainability:** We are committed to promoting local agriculture and small-scale producers, reducing our environmental footprint, and supporting practices that enhance the long-term health of our region.
3. **Quality and Freshness:** We strive to hold the highest standards for the goods available at our market, ensuring that everything sold is fresh and locally sourced.
4. **Support for Local Economy:** We believe in the economic vitality of our community and actively support local farmers, businesses, and artisans. Contributing to the prosperity and resilience of the region.

The Lot Farmers Market will operate on Sundays from 10am to 4pm, starting June 2<sup>nd</sup> through October 13<sup>th</sup> which will conclude the 2024 season.

### Contact Information

Email: [thelotmanotick@gmail.com](mailto:thelotmanotick@gmail.com)

Website: [www.thelotmanotick.com](http://www.thelotmanotick.com)

Instagram: @thelotmanotick

Facebook: @thelotmanotick

## Vendor Eligibility

- All vendors must grow their own products or make the products that they wish to sell.
- All vendors must live and produce goods within the greater Ottawa region.
- Arts and crafts must be 100% originally hand-produced.
- All food vendors must follow the Ottawa Public Health regulations and submit the necessary forms.
- All vendors must be individually insured and provide documentation proving such liability coverage.

## Fees for 2024

### Packaged Dates

Full Season: June 2 – Oct 13

Half Season: June 2 – Aug 4 OR Aug 11 – Oct 13

### Rates

Daily Vendor Rate – \$40

Daily Vendor Rate for Registered Farms – \$35

Full Season Fee (30% discount) – \$560

Half Season Fee (25% discount) – \$300

- Please note that these fees are non-refundable and spots are non-transferable without special permission from market managers.
- Fees must be paid in full before the start of the season.
- Subletting of space is not permitted.
- 24 hours' notice is required if a vendor is unable to attend, failure to do so will result in a \$25 fine per week missed.
- Farmers must provide an FBR number to qualify for the discounted rate.

## Allocation of Space

- Each Vendor will be provided a 10 x 10 marked space that will be assigned before arrival.
- If more space is needed the vendor must communicate the need to the market managers and then may proceed to purchase an additional stall. Neighboring stalls will then be assigned to this vendor to accommodate.
- Vendors may communicate stall preferences in their application. However, they will be assigned on a first come first serve basis in conjunction with maintaining a proper flow to the market. We will try to accommodate preferences however they are NOT guaranteed.
- Washroom facilities are available through 692 Café and Bar located at the front of The Lot.

## Set up of Vendor Booths

- Vendors MUST be set up before 9:30am and may begin shutting down no earlier than 4:00pm each day. Any special requests must be approved by Marketing managers before the date in question, in which the right to refuse is reserved.
- A \$20 fine will be incurred for any vendor who is late setting up or who leaves early.
- Vehicles must be off the premises by 9am. Any setup after this time will need to be done by hand and any equipment carried to ensure the safety of vendors and staff.
- Vendors are required to maintain an area clean and free from garbage. This may require vendors to bring disposal bins if necessary.
- During the hours the market is open to the public, the vendors must stay in the space allocated to them.
- They may not block any walkways, or fire exits, or impede on other Vendors' Stalls.
- At the end of the day Vendors are responsible for assuring their area is left exactly as it was found. All materials must be brought back with the vendor and all garbage and recycling disposed of respectfully.
- No vendor shall make any change or alteration to Municipal or private property at any point.

## Booth Specification

- Each stall is required to have a tent and table(s) within the 10 x 10 space provided.
- Vendors are responsible for providing their tent, table(s), chairs, and any other equipment that they may require. There is no rental option.
- All equipment must be anchored appropriately by weights to ensure the safety of the public, staff, and other Vendors as mandated by fire and safety standards.
- Tent legs are not to penetrate asphalt or alter the flat gravel pad.
- If takeaway bags are provided, please ensure they are paper or recycled, reusable, or compostable material. Plastic in this fashion of any sort is not permitted. With this said marketers will be encouraged to bring their bags or purchase reusable totes from The Lot Farmers Market.

- Vendors must specify in their application if they require or desire access to electrical while at The Lot. There will be limited access to outdoor power and a reason for request is required.

## Product Specifications

- The vendor must clearly signify what product(s) they intend to sell on the online Vendor Application ([Online Vendor Application](#))
- The Vendor will only sell the product(s) stated and approved by The Lot Farmers Market. Any product that is not pre-approved will be subject to removal as required.
- The Lot is a registered farmers market which means that at least 51% of vendors must be selling produce following public health. Due to this, there is a limited number of other vendors we can accept.
- There will be a zero-tolerance policy for vendors buying products directly or indirectly from another food terminal – they will be removed.
- Antiques, thrifted clothes, and other high quality sustainably second-hand items are permitted.
- All fruits, vegetables, flowers, honey, maple syrup, and animal products must be grown and processed within the Greater Ottawa Region.
- The Lot will not permit the selling of individual/single-serve baked goods or coffee in the market due to their proximity and respect for 692 Coffee and Bar.
- The sale of livestock or live animals is not permitted at the market.
- The market is committed to providing a diverse selection of commodities. As this will play a role in the selection process, we ask that you provide a complete list of the products you wish to sell with us. This will help The Lot to select a broad array of vendors, enhancing the success of the market and, in turn enhancing the success of you as well.
- The market managers reserve the right to use their discretion in the selection of vendors as they work to decide which vendors align with the core values of The Lot.

## Vendor Covenant

- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the market as a result of negligence or willful default on the part of the vendor or their employees.
- The Lot Farmers Market will carry Commercial General Liability and a Blanket Accident Policy that covers all volunteers and staff during market hours.
- All vendors are required to provide proof of vendor insurance/ limited liability to participate in the market in accordance with Canada's legal requirements. The type of vendor coverage is at the discretion and responsibility of the vendor.
- Vendors are responsible for obtaining all other permits required to produce and sell their products in compliance with provincial and federal regulations. They must adhere to the highest standards in safe food production and handling.
- Complying with Federal and Provincial taxes is the responsibility of the vendor.

- Products must be clearly labeled and priced, including an ingredient list for any food or beverage products.
- To advertise products as organic a certificate must be shown to prove the claim.
- Vendors agree to withstand distress selling and manipulative malpractice in their sales practices. This includes but is not limited to hawking, yelling, or calling attention to produce or products in an aggressive manner.
- Vendors may not leave their designated stall to practice any selling or marketing techniques of any sort.
- Vendors will keep their space clean at all times.
- Visually appealing displays and signage are encouraged as they will increase the success of the vendor and increase the customer's draw to their stall.
- Samples are permitted but must meet all health and safety regulations. they must be stored in rigid/covered containers until serving, they must be pre-cut on a sanitary surface away from the point of sale, samples must be able to be individually selected without contamination of the other samples, and a waste container must be provided.
- No sound or music is permitted without special permission from the Market Managers, as live music will be provided every week.
- Smoking is not permitted on the market premises.
- Violent, inappropriate, abusive, or harassing behavior will not be tolerated and is in complete violation of market policy. This will be grounds for immediate dismissal and barring from any further events.

## **Penalties**

Any vendor that fails to uphold any of these guidelines and regulations is subject to the cancellation of their permit without a refund immediately.