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DOWNTOWN ACTON FARMERS' MARKET COVID-19 RULES AND GUIDELINES

OVERVIEW:

The Downtown Acton Farmers' Market is a market that seeks to serve the community on Thursdays from June through October. The COVID-19 pandemic has prompted the Farmers Market to make several changes to its traditional operation to ensure the safety of our vendors and patrons, as well as compliance with provincial and municipally mandated social distancing protocols. The document contains all those changes.

- **MARKET DATES** - Thursdays from June 18 to October 8, 2020.
- **MARKET HOURS** - 4:00 p.m. to 7:00 p.m. Vendors will be allowed to set-up beginning at 3:00 p.m. and must be off the street by 7:30 p.m.
- **VENDOR LOCATIONS** - Willow Street N between Mill and Bower Streets.
- **ORDER PICK-UP AREA** – North side of Willow Street (entrance through Bower Street).

GENERAL GUIDELINES:

- **STALL SIZE AND SET UP** - One stall will be 10' x 10' with a maximum number of stalls to be determined by the Market Manager and the Downtown Acton Farmers' Market Coordinator. All vendors are responsible for providing their own tables, canopies, etc.
- **STALL SPACING** – A vendor who requires multiple stalls will be allowed to cluster them; however, each vendor will be placed at least 6 feet (2 meters) apart. Close interactions between vendors during the Market will be prohibited.



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- **PEDESTRIAN TRAFFIC CONTROL** – Patrons will form a spaced-out queue on the sidewalk outside the market, with volunteers/staff allowing only a specific number of people in. Patrons will be allowed to walk only in one direction within the market. Volunteers/staff will be stationed at the entrance and exit points of the market to ensure compliance.
- **PATRON INTERACTIONS** – Patrons will not be allowed to loiter or congregate at the Market. A maximum of two patrons will be allowed per stall. Patrons are to wait behind a demarcated line if a vendor is already interacting with two patrons. Patrons will not be allowed to sample or touch food items. Where possible, food will be pre-packaged and priced for purchase. Patrons will not be allowed to bring reusable bags.
- **STALL CONDITION** - All vendors will be required to keep their stall space tidy and to clean up and take away all debris and garbage at the end of each market day. Vendors are required to have their own personal hand sanitizers and to regularly sanitize surfaces at their booths. Personal hygiene and regular washing/sanitizing of hands is strongly advised.
- **STALL SIGNAGE** - All vendors will display their farm name or business name and location with quality signage in a prominent place. Signage must include a COVID-19 precautionary sign. Any signage is to remain inside the 10' x 10' booth so as not to block traffic flow. All out of booth signage must be approved by Market Coordinator and can be moved at any time if it becomes a problem for patrons or other vendors.
- **HYDRO REQUIREMENTS** - If a vendor requires hydro power, the vendors must inform the Market Manager at least 5 business days before the Market. To reduce malfunctions, vendors are prohibited from connecting more than one appliance to one electrical receptacle outlet. Vendors will supply their own extension cords and will tape them down for safety reasons.
- **ORDER PICK-UP AREA** – The Farmers Market will establish a unique online platform where vendors can display their products and take in orders. There will be a demarcated area on the north side of the BackWillow Street that will serve as a drive-through pick-up area for the online orders. Vendors will drop off all processed online orders at the pick-up area before the start of the Market.



Without exiting their vehicles, patrons will be able pick-up their orders at this area provided their order was placed by 11:59pm on the Tuesday prior to the Market.

VENDOR RULES:

- Vendors will sell fresh 1st quality (unless specifically labeled) Ontario grown or manufactured product; produce and baked goods. Meat and dairy products will be allowed with appropriate refrigeration, subject to all health regulations. All bakery and prepared food products must be from a health department-inspected kitchen or commercial bakery. All vendors must obtain the appropriate licences from the Town of Halton Hills (Contact the Deputy Clerk at ➤873-2601 ext. 2350), and the Regional Public Health Department (Contact the Public Health Inspector at 905-825-6000 ext. 3117).
- Farmers will produce minimum 70% of the product offered for sale. Resale produce (Ontario grown) must not exceed 30% of the products offered for sale, and it is strongly recommended to come from neighbouring farms. If requested, vendors must provide the Market Manager with verification that a minimum of 70% of the produce is home produced. This is to accommodate for the low produce anticipated at the beginning and towards the end of the season. This rule applies to Farmers only. All other vendors must produce 100% of the products offered for sale, unless otherwise agreed upon by Market Coordinator.
- The market is open to inspection by the Ontario Ministry of Agriculture & Food and the Regional Public Health Department. All produce must be labeled according to provincial and federal regulations. Meat/dairy/eggs/honey/maple products are subject to the guidelines as per Ministry of Agriculture and these guidelines are subject to change pending notification.
- There will be no on-street parking after set-up. Vendors are expected to park at the Willow St N Parking lot. Exceptions may be made for some vendors. Vendors are to contact the Market Coordinator to apply for exemptions when they apply for their stalls.



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- Vendors must be 18 years or older to have a stall at the Market, unless they are accompanied by a parent or guardian for the duration of their stay.
- Weights are required for all vendors with a tent or covering, regardless of length of stay. Tents or coverings that are not weighted down pose a safety risk to Market attendees and other vendors. Vendors without proper weights may be asked to collapse their tent or leave.
- Vendors are expected to conduct themselves in a professional and appropriate manner at all times with all individuals. Workplace violence/harassment is a crime. Please read Bill 168 for more detailed information. Any person not behaving in an appropriate manner will be asked to leave immediately and no refund will be given. If police are required, charges may be filed. This is a zero-tolerance policy.
- Vendors will lease stalls on a seasonal/monthly/weekly basis at a fee. Stall fees are non-refundable, except in the instance where provincial and/or municipal regulations require the Market to shut down, or to discontinue aspects of it that may affect certain vendors. Partial refund requests due to reduction in stall space will be reviewed on a case by case basis. Vendors must not allocate or sublet portions of their space to other growers/vendors for the purpose of selling goods, without express consent of the Market Coordinator.
- There will be identifiable BIA staff/volunteers at each Market. Staff/volunteers will be located at the entrance and exit points of the market. In the absence of the Market Manager, vendors can consult these persons with inquiries or for assistance with set-up and tear-down.

The general intent of the rules and guidelines will be adhered to by the organization with respect to their intended use. The Acton Farmers' Market reserves the right to refuse any applicant. All guidelines and regulations stated in this document are subject to change. Changes will be communicated to all vendors as the COVID-19 pandemic evolves.

Downtown Acton Farmers Market
C/O Downtown Acton BIA



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