

2026 PORT COLBORNE FARMERS' MARKET VENDOR APPLICATION

Where farm, food, & culture meet!

OPERATED BY THE DOWNTOWN PORT COLBORNE BUSINESS IMPROVEMENT ASSOCIATION

SEASON – Every Friday from May 1st to October 30th, 2026.

7:00 a.m. to 12:00 p.m.

LOCATION – Market Square, 59 Charlotte Street, located directly across from City Hall

NAME:			
BUSINESS NAME:			
ADDRESS:			
CITY/TOWN:		POSTAL CODE:	
TELEPHONE:		CELL PHONE:	
E-MAIL ADDRESS:			

Vendor Category (check all that apply):

<input type="checkbox"/> Farmer/Producer	<input type="checkbox"/> Artisan/Crafter
<input type="checkbox"/> Baked Goods	<input type="checkbox"/> Community Group
<input type="checkbox"/> Food Vendor	<input type="checkbox"/> Retail/Resale
<input type="checkbox"/> Food Truck	<input type="checkbox"/> Other

List & describe in detail ALL items to be sold.

Please provide us with a brief biography of your business and/or description of your work. Please note, this may be used on our website and social media pages and may be edited for length. *

List Equipment Used in Setup (please note, all equipment MUST be CSA-approved)

1.	3.
2.	4.

Rental Rates

STALL	10x10 Single Stall (26 weeks/full season) = \$300 (includes HST)
	10x20 Double Stall (26 weeks/full season) = \$600 (includes HST)
	10x30 Triple Stall (26 weeks/full season) = \$900 (includes HST)
DAILY RATE	One Friday = \$25 (includes HST)
MONTHLY RATE	Four Weeks = \$100 (includes HST) Five Weeks = \$125 (includes HST)
HYDRO	Flat Fee = \$50 add to your fee total (one-time charge)
INSURANCE	The Port Colborne Farmers' Market is a member of Farmers Market Ontario (FMO), and provides insurance through FMO on behalf of vendors.

Please check all boxes that apply to your vendor setup:

Do you require hydro?

- Yes
- No

If yes, how many outlets do you require and what amperes?

Stall size requested:

- 10x10
- 10x20
- 10x30

Length of stay – if not staying for the entire season, please check off your preferred market dates below, and list your preferred dates.

- Entire Season
- Monthly Rate
- Daily Rate

Approval

Approval of all vendors to the Port Colborne Farmers' Market is the responsibility of the Downtown Port Colborne BIA. All applicants will be notified of their status via email with payment instructions. The final vendor placement is determined SOLELY by the Downtown Port Colborne BIA, who has the right to refuse any vendor.

Overview of the Market Philosophy

The strength of the Port Colborne Farmers' Market lies in the congenial atmosphere that is created by our vendors and the market community.

The Code of Ethical Practices

The Code of Ethical Practices recognizes and aims to protect the unique attributes of the Market that makes it an important contributor to the social and cultural fabric of the City of Port Colborne. The Code of Ethical Practices strives to ensure that the Market environment is safe, secure, and enjoyable for the public, vendors, and all Market participants.

The Code of Ethical Practices must be signed by the applicant as a condition of acceptance to the Port Colborne Farmers' Market and applies to the Vendor and his/her employees working at the Market on their behalf.

Vendor Conduct

As a Vendor at the Port Colborne Farmers' Market, I and my employees and volunteers) will:

- Always demonstrate the highest standard of behavior and integrity.
- Conduct myself and my business in a courteous and respectful manner.
- Refrain from behaviour that interferes with the rights or working/selling opportunities of other Vendors.
- Refrain from using language or behaviour that is offensive, threatening, or intimidating to others.
- Refrain from "carnival barking" – loud, aggressive sales practices.
- Not participate in the market under the influence of alcohol or recreational drugs.
- No smoking or vaping at or around the market square/booth areas as per Municipal and Provincial legislation.
- Refrain from any slanderous or libelous actions against the Downtown Port Colborne BIA Board members, individual vendors, and/or the market.
- Abide by all rules and regulations of the Niagara Region Health Department regarding safe food preparation, handling, display, and labeling. Perishable food products must be refrigerated as per public health requirements.
- Operate vehicles in a safe and responsible manner in the vicinity of the market.

Any violations will result in the Downtown Port Colborne BIA Board taking disciplinary action appropriate to the severity of the violation(s). Such actions may include verbal warnings, suspension from market participation, and/or expulsion from the Market.

By signing this application and the attached Code of Ethical Practices, and submitting payment, I agree that my right to sell at the Port Colborne Farmers' Market may be forfeited if I am found to be in non-compliance with any Municipal, Provincial, Federal rules and regulations, food practices, agreements, or the Port Colborne Farmers' Market Policies, or Niagara Region Health Department requirements which can be found here: https://www.niagararegion.ca/living/health_wellness/inspection/farmers-market-vendor-guidelines.aspx

Signature of Vendor: _____ **Date:** _____

VENDOR RESPONSIBILITIES

PARKING: Vendors and staff must park off-site after unloading. No vendor parking is permitted on Catharine Street during Market hours.

REGULATIONS: Vendors must comply with Municipal, Provincial and Federal regulations regarding labeling, measures, health & safety, etc. for all products offered for sale at the Market. Compliance with the regulations is the responsibility of the vendor.

HEALTH AND SAFETY: Every person handling food product(s) must maintain a very high standard of personal hygiene and cleanliness. All Vendors and staff must practice these standards to prevent the transfer of pathogens between Vendors/Staff and subsequently to foods; all foods offered for sale must be protected from contamination. Vendors must be in compliance with all Health & Safety regulations.

A full list of requirements can be found at the Niagara Region's website which can be found here: https://www.niagararegion.ca/living/health_wellness/inspection/farmers-market-vendor-guidelines.aspx

All food vendors must fill out the Food Vendor Application Form which can be found here: <https://www.niagararegion.ca/events/vendor-form.aspx>

If proper health and safety standards are not met, vendors will not be permitted to continue to sell at the Port Colborne Market. No booth refunds will be granted.

BOOTH MANAGEMENT: Vendors must arrive at the market in time to unload, set up, and park before market opening. The set-up time is 6:00 AM. Vendors must keep their booths open for the entire market hours. Tear-down of booths can begin at 12:00 PM. Vendors must notify the Port Colborne Market Staff of any absences at least 24 hours in advance. Vendors have the sole responsibility of maintaining their booths and removing any garbage and debris prior to departing each market day. Failure to do so may cause vendors to lose their spot at the Port Colborne Farmers' Market. A \$25 fine will be levied on any vendor who fails to comply.

MARKET MANAGEMENT: The Port Colborne Farmers' Market is managed by Downtown Port Colborne BIA. Please forward your completed application to our email address: portcolbornefarmersmarket@gmail.com or call 905 834-3629.

TERMS & CONDITIONS

Upon filling out and submitting the application for the Port Colborne Farmers' Market, the vendor does hereby agree that the Downtown Port Colborne Business Improvement Area (BIA), their officers, directors, employees, and volunteers, and the Corporation of the City of Port Colborne will not be held liable for any and all damage, expense or liability from any injury or damage to any person, including the general public, the exhibitor, its agents or employees or to the property of the vendor arising out of the vendor participation in the Port Colborne Farmers' Market.

Furthermore, their officers, directors, employees, and volunteers, will not be held responsible for any loss or losses incurred by the vendor, because of fire, theft, water, accidents, weather, acts of God, or other mishaps or incidents not specifically itemized herein. I have read, understand, and agree to abide by the Terms & Conditions for the Port Colborne Farmers' Market.

Print Name: _____

Print Business Name: _____

Signature of Vendor: _____ **Date:** _____