

MATTAWA VOYAGEUR DAYS

INVITES YOU TO BE A VENDOR IN 2023!

FESTIVAL DATE: JULY 28-30

The Mattawa Voyageur Days Market is back for 2023. This year we hope to fill the Market with a wide variety of local crafters, produce suppliers, artisans, brand representatives and more! To be a part of this HUGE event which attracts over 4000 tourists, we are providing the following application for those interested in becoming a vendor. Please read all information in this application as well as our Rules and Regulations document. Please keep this first page for your records and future reference.

Important Information:

- Date: Friday, July 28th, Saturday, July 29th, and Sunday, July 30th, 2023
- Time: 9:00 a.m. -5:00 p.m. (Vendors must be in place by 8:30 a.m. – NO exceptions)
- Location: Downtown Mattawa (The Market Coordinator will assign you a space the week before event)

Application Information:

- Your application must be submitted either:
 - in person: Mattawa Town Hall Office 160 Water St.
 - by mail: 160 Water St. Box 390, Mattawa, ON, P0H 1V0
 - by fax: 705-744-0104
 - by email: voyageurdays@mattawa.ca

Applications and payments must be in by July 14th , 2023 @ 12:00 p.m. (see info below). All other submissions will not be accepted.

- Please ensure that you have read and fully understand the Rules and Regulations document.

Additional Information

Vendors shall be restricted to vendors who are producers, artisans and prepared food producers, as defined below:

- PRODUCER: any person who sells food or products made from their farm, property and/or greenhouse
- PREPARED FOOD: any person who sells food that is prepared either at their home, place of business. (SEE SEPARATE ANNIE'S PARK REFRESHMENT VEHICLE APPLICATION if you wish to prepare food at the market)
- ARTISAN: any person who produces a product through skillful means that may be considered art, craft or hobby.

Dealers, who do not make what they sell, but buy to resell, are not accepted at the Mattawa Voyageur Days Vendor Market.

Vendor application will not be considered for approval until all paperwork and payment is received at the Mattawa Town Hall Office.

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2023 Mattawa Voyageur Days Vendors Market Application Form

Applicant's Name: _____

Business Name: _____

Mailing Address: _____

Phone: _____

Social Media Page Name: _____

Describe your business in detail:

BOOTH OPERATION: Please indicate all individuals who will be operating the booth (Helpers), if different from the applicant/owner. These helpers will be considered employees of the Business Name applicant, and will be treated like the applicant, unless instructed otherwise. They must also be aware of the Rules and Regulations and must follow them as all other vendors do.

Additional Notes:

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Mattawa Voyageur Days Artisans, Crafters and Food Preparers

Your selection from the following categories helps the market ensure there is a variety of products and services offered to the public on each market day. Please highlight all that apply!

- Primary Producer - Vegetables, Fruit, Flowers, Plants, Maple Syrup, Honey, Meat
- Secondary Producer – Defining ingredient is grown/produced/processed at a farm
- Adult Clothing – Clothing, Cover ups, Hats, Scarves
- Alternative Healthcare – Reflexology, Massage Therapy
- Baby/Child Care – Clothing, Toys, Chewable
- Baker – Traditional Bread, Pies, Tarts, Muffins, Cookies
- Baker (Alternative) – Gluten Free, Dairy Free, Vegan
- Body Care – Soaps, Lotions, Essential Oils, Cosmetics
- Cannery – Jams, Jellies, Pickles, Chutney, Mustard, Condiments
- Ceramics – Pottery, Ceramic
- Chandler – Soy, Beeswax, Paraffin, Blended
- Confectionary – Sweets, Chocolate, Fudge, Candy, Sweet Pies, Fried Pies
- Food Booth – Making food on site- Hot Dogs, Popcorn - SEE SEPARATE ANNIE'S PARK REFRESHMENT VEHICLE APPLICATION
- Glasswork – Stained, Etched, Blown
- Home and Garden Décor – Textiles, Mixed Media, Metal, Wood
- Jewelry – Necklace, Rings, Bracelets, Anklets
- Knit/ Crochet – Any Items Knitted, Crochet, Weaving
- Leather Products – Leather Working
- Masonry – Brick, Stone, Cement
- Metalwork – Ironwork, Knives
- Paper Products – Cards, Crafts
- Pet Items – Anything for the Pet in the house
- Pre-Packaged – Frozen pre-made food, premade pasta, dry mixes
- Sewing – Quilting, Embroidery, Cross Stitching, Needlepoint
- Toys – For Kids/Adults
- Visual Arts – Photography, Painting, Prints
- Woodworking – Furniture, Pens Household Items, Carvings
- Other – Please describe in detail

LIST ALL THE ITEMS YOU PLAN ON SELLING. Items not listed CANNOT be sold without the consent of market staff. See the Rules and Regulations for complete details (attach additional sheets if necessary). Please feel free to provide photos of your products with this application.

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Mattawa Voyageur Days Market Application Form

Market Fee and Market Space Information:

Vendors must attend all 3 days of the Mattawa Voyageur Days weekend. Please refer to the rules for details about space requirements and inclusions. If you wish to purchase more than one space, please indicate that below. Highlight the option below that applies to you:

- All three days - \$150 plus tax

How many spaces will you require? _____

Do you require access to power? _____ (this is not guaranteed)

Application and Fee Deadlines:

Applications must be submitted on or before July 14th, 2023 at 12:00 p.m.

- Applications can be delivered in person, faxed, mailed and/or scanned and emailed to voageurdays@mattawa.ca
- If mailing in your application please allow for enough time for it to arrive by July 14th, 2023
- Applications received after this date will not be accepted.

Market Fee must be paid on or before July 14th, 2023 at 12:00 p.m. after you have received confirmation that your application has been approved.

• Payment can be made in person at the Mattawa Town Hall Office with Cash, Debit, or Credit Card

• Payments can be made over the phone by Credit Card – Call 705-744-5611

NOTE: If paying by credit card a fee of \$3 will be added for processing (Total \$153)

Hold Harmless Agreement:

Should my vendor application be accepted by The Mattawa Voyageur Days Market, I, the Lessee shall hold harmless The Town of Mattawa, and it's members, agents and employees from any and against all claims, demands, losses, costs, damages, actions, suits and proceedings by any third party that may arise out of, or may attribute to, all operations performed by or carried out by the Lessee, his/her agents, employees or servants, or anyone for whose acts he may be liable, howsoever caused.

Signature: _____ Printed Name: _____

Date: _____

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Mattawa Voyageur Days Market Application Form

Photo/Video Release Permission:

I grant the Town of Mattawa, its representatives and employees, the right to take photographs and/or videos of me and my property in connection with the market. I authorize the Town of Mattawa, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that the Town of Mattawa may use such photographs and/or videos of me and my property with or without my name for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

I have read and understand the above:

Signature: _____ Printed Name: _____

Date: _____

Market Application - All Vendors must sign this agreement to be considered a vendor

By signing below, you, the vendor, have agreed to the following conditions and are fully aware and understanding of the Rules and Regulations document and the information on this application form.

- I have read and understand the Mattawa Voyageur Days Market Rules and Regulations document and I agree to the terms and conditions. I understand that failure to comply with the Rules and Regulations will result in disciplinary action such as loss of booth.
- I have also instructed employees who will occasionally help in my stall, to follow the Rules and Regulations.
- I understand only an emergency will excuse vendors from the area once set up, at the discretion of the Town of Mattawa.
- I understand that staff will correspond via e-mail, and I agree to receive said emails.
- I understand that all vendors are expected to follow the Covid-19 Health & Safety Guidelines as outlined by the Local health Unit, the Province and FMO.
- I understand that it is my responsibility to weigh down my tent with 20lb per tent leg.
- I understand that there will be no evening security on the vendor grounds. I am responsible for securing my own booth.

Signature: _____ Printed Name: _____

Date: _____

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2023 Mattawa Voyageur Days Market Rules & Regulations

GENERAL:

1. The Mattawa Voyageur Days Vendors Market shall be known as the "Vendors Market".
 - a. The word "Vendor" shall be understood to represent any approved Vendors Market member who is selling a product or service and has rented a space at the Mattawa Voyageur Days Vendors Market.
 - b. All members are subject to the following rules and regulations as determined by the Town of Mattawa.
2. Community Groups are welcomed to attend the market, provided they are not selling products or items. They must be 'not for profit'. If they want to sell items in their booth, they will be charged.
3. The individual listed on the application form as the owner will be communicated to by means of verbal, written and electronic methods. This can be done at the market, or outside of market hours. Please ensure contact information is correct on the application form.
4. Any employees (or helpers) listed on the application form, which has authorization to be in attendance of the market and operating the stall on behalf of the owner, shall be informed of the rules and regulations by the owner of the stall. These employees, while in the market area during market times, will be given the same rights as the owner for failure to comply with the rules and regulations of the market. Warning and infractions will be verbal to the employee and a written notice of communication will be sent to the owner of the stall.
5. Returning Producers must be MyPick verified. Documentation of verification for the current year must be provided with application.
6. New producers attending the market will have a one-year grace period to become MyPick verified. For more information on the MyPick program visit: <http://www.farmersmarketsontario.com/mypick/index.cfm>
7. The Market is a "rain or shine" event, and vendor members are expected to attend even in the event of inclement weather. At all times, the safety and security of vendor members, and the public, is of paramount importance. If, during the setting up time before any Market, on the day of that Market, weather conditions result in a "Weather Warning" issued by Environment Canada, advising or warning of the potential for severe weather conditions (for example thunderstorms, tornado, high winds, etc.) each vendor member, mindful only for their own safety, will decide whether or not to participate in the Market that day or, having set up, not to continue. Should a vendor decide to tear down before the normal closing time, vehicles must remain in place until they can be safely guided out. No penalty will be assessed in the event the vendor decides not to participate or decides to tear down before the conclusion due to weather conditions. Refunds will be given at the discretion of the Market organizer.

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2023 Mattawa Voyageur Days Market Rules & Regulations

8. The Town of Mattawa reserves the right to approve all new and returning vendors prior to their first market day, based on their application, which must be submitted by the stated deadline for The Mattawa Voyageur Days Market.

9. Each vendor is responsible for ensuring that products for sale in the Market are listed on their approved application form and submit health unit approval letter. The Wellness Manager may make random checks on products for sale at the stall to verify compliance.

INITIALS: _____

INSURANCE/PERMITS/LICENSES:

1. All Vendors shall obtain third party liability insurance to cover their business operations and will provide a certificate to the Town of Mattawa as additional insurance, OR vendors have the option to sign the "Hold Harmless Agreement" on the market application.

2. All vendors dealing with food products must contact the North Bay Parry Sound District Health Unit (705)-474-1400. Approval from them (signed Special Event Application and Approval Letter) must be submitted to the Wellness Manager with your application for proof of approval. Vendor must adhere to the rules in their approval.

3. MyPick Producers must supply proof of either paid renewed membership with the MyPick Verified program each year or their application to the Verified program. For more information on the MyPick program visit:

<http://www.farmersmarketsontario.com/mypick/index.cfm>

4. Producers must adhere to the OMAFRA Regulations regarding signage and wording of products selling. More details on these regulations can be found on their website:

www.omafra.gov.on.ca/english/food/inspection/fruitveg/sellingfruitsvegs.htm

INITIALS: _____

VENDORS:

All Vendors must adhere to the rules and regulations document. Failure to do so WILL result in disciplinary action.

1. All Vendors must stay in attendance during the Vendors' Market's operational hours. Packing up is not permitted until after regular market hours. If a Vendor sells out of product, they are required to display a "Sold Out" sign.

2. It is each Vendor's responsibility to seek out and follow all regulations enforced by the North Bay Parry Sound District Health Unit directly pertaining to their business. The North Bay Parry Sound District Health Unit can be contacted at (705)-474-1400.

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2023 Mattawa Voyageur Days Market Rules & Regulations

1. For the purpose of the Mattawa Voyageur Days Vendors Market, Vendors have the option to leave their space set up for the duration of the event. Vendors will be allowed to operate from the hours of 9:00 a.m. and 5:00 p.m. daily. At the end of the day, vendors can choose to wrap up and secure their space to avoid tear down and set up the next day. This is OPTIONAL. If Vendors choose to tear down each day, they will be responsible for setting up prior to operating hours. Vendors that show up after the designated set up time will be turned away and will not be reimbursed for their space that day.
2. Vendors are responsible for the disposal of garbage generated by their business operation.
3. Smoking is NOT permitted inside the Vendors Market during hours of operation by either customers or vendors. Vendors who wish to smoke must leave the designated Vendors Market area and ensure they are at least 9 meters or 25 feet from the tent area.
4. Vendors may bring their pet to the market. They must be leashed at all times, cleaned up after and under control of the owner. They may not be allowed to roam the market area alone or enter another vendor's stall without permission. As per the Health Unit, all animals should not be able to reach unprotected food products.
5. Vendors shall conduct their business in an orderly manner. Shouting or any objectionable means of soliciting trade shall not be tolerated.
6. All Producers must have prices posted as per the Ministry of Agriculture Food and Rural Affairs, Ontario Regulation Act.
7. No member shall sell anything other than what is listed on their approved application form. Vendors who wish to add additional items to their approved product list must make the Wellness Manager aware, in writing, at least two weeks prior to the market date. This allows time for any approval process that may be required.

INITIALS: _____

MARKET REGULATION

The Rules and Regulations of the Vendors Market will be strictly enforced. The Town of Mattawa will discipline vendors who do not comply with the rules and regulations as follows:

1. The Town of Mattawa will provide the Vendor with a verbal warning for the first offence.
2. If a second offence occurs, the vendor will be informed in writing that they have been removed as a vendor and will be asked to pack up and leave the event immediately. Prepaid fees will not be refunded.

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2023 Mattawa Voyageur Days Market Rules & Regulations

SPECIFIC MARKET RULES:

1. The Town of Mattawa will provide 1 (one) Mattawa Voyageur Days market:
 - a. It will be held Friday, July 28th, Saturday July 29th, and Sunday, July 30th, 2023 from 9:00 a.m. to 5:00 p.m. each day. A market staff will direct you to your designated space on the day of the event.
2. Vendors should arrive on site, before the following times, to ensure they are in the right location, and can be set up for the start of the market. We do not allow any vehicle traffic inside the market after these times as well, for safety reasons,
 - a. Vendors must be set up by 8:30 a.m.
 - b. Vendors arriving after 8:30 a.m. will be asked to leave without refund for their space.
 - c. If a vendor decides to leave their space set up over night, they will be required to be at their space no later than 8:30 a.m. NOTE: There is NO evening/night security on the market grounds.
 - d. There will be no entrance for vendor vehicles after 8:30 a.m. each day.
3. Washroom facilities will be in Annie's Park for Vendors to use. A detailed map of all activities and events will be given to each Vendor.
4. Advertising for this event will be widespread, make sure to prepare enough inventory for up to 4000 shoppers.
5. The use of anchors to secure tents is mandatory for all vendors. These weights should be heavy enough to hold the tent down during sudden weather changes. Weight requirement is 20lb per weight, per tent post, minimum. Tents without anchors will be removed for safety.
6. Tent requirements are that all must be a similar size of 10-foot square and in good condition. Tents of a small size are permitted, providing they are similar in style and design to a regular canopy tent. Larger tents will not fit into our designated stall space and will not be allowed (unless vendor has purchased a double space, to which a 10ftx20ft tent would be allowed). This provides all vendors with the same 10x10 feet of selling space per rented spot.
7. Vendor signage is allowed in front of their tent, providing it is well constructed and does not block other vendor spaces. Signage cannot exceed more than two feet into the common walkway and must be touching their tent space.
8. For safety reasons, vehicles are NOT allowed to move in or out, or within the Farmers' Market area during hours of operation. All vehicles must be out of the market ground by 8:30 a.m. There will be a designated vendor parking lot.
9. Vendors are asked to notify the Town of Mattawa of their intended absence by Friday, July 14th, 2023. All cancellations on or before July 14th, will be subject to a \$50 fine. Vendors will not be refunded for their absence after July 15th, 2023.

INITIALS: _____

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2023 Mattawa Voyageur Days Market Rules & Regulations

Covid-19 Safety Protocol

All vendors will be required to follow all Covid-19 Regulations. These will be e-mailed to all approved vendors 2 weeks prior to the event.

If Mattawa Voyageur Days is postponed due to Government Regulations, vendors will receive a full refund of their vendor space.

INITIALS: _____

NOTE:

For the general benefit and welfare of the Mattawa Voyageur Days Market and the Vendors therein, the Town of Mattawa may amend this policy of Rules and Regulations at any time without written notice, and such amended policy shall be binding on the Vendors.

By signing the application form, the Vendor agrees to abide by the above Rules and Regulations.

Signature: _____ Date: _____

The Town of Mattawa: _____

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