



The Township of Minden Hills

# Artisan Market

## Rules and Regulations

### Application Information

1. The purpose of the application is to:
  - ensure a variety of hand crafted products are being sold
  - ensure fairness to all vendors
  - ensure vendors are aware of the rules of the market
2. A completed application form must be accompanied with payment, **at least 1 week prior to the market day** you wish to sell your product. Application forms and payment will **NOT** be accepted on market days. There is no guarantee that there will be space available during certain market days, so having your application in early is the best way to ensure you will be able to participate.
3. Payment options include: cash, cheque, debit or credit card.  
**Please make cheques payable to: The Township of Minden Hills**
4. Applications, and payments, can be sent in by mail, submitted in person or paid over the phone.
  - Mail: **7 Milne Street Box 359 Minden, ON K0M 2K0 c/o Elisha Weiss, Community Development Coordinator**
  - In person: **55 Parkside Street (in behind the arena), or at 7 Milne Street (Township Administration office)**
  - Over the phone: By calling Eric Casper, 705-286-1936 x200 and emailing application to [eweiss@mindenhill.ca](mailto:eweiss@mindenhill.ca)
5. \$50 fee on NSF cheques.
6. Refunds will not be provided.
7. **Only products that are handcrafted by the vendor can be sold at the Artisan Market.**
8. If you have any questions or concerns please contact Elisha Weiss at 705-286-2298 or [eweiss@mindenhill.ca](mailto:eweiss@mindenhill.ca).

### Space Allocation

1. Spaces are 10 x 10 in size and more than one space can be rented on market days. Please indicate on your application form the number in which you require. The cost for one space is \$10 (HST included) per market day.
2. Vendors are responsible for providing, setting up and tearing down their own chairs, tables, tents and other display items and for cleaning up their space.
3. Vendors that pay in advance for the entire season will be given a permanent spot, while other spots will be left open as "first come, first served"
4. Sharing of space with another vendor is permitted, however each vendor must submit their own vendor application form beforehand. Please indicate on your application form who will be the primary contact for the booth. (this is the person who will be submitting the fees for the space)
5. Vendor's vehicles cannot be parked within the market area during market hours, but they are allowed onto the property to unload/pack up. **Please be mindful of the small space we are working in!! Once your vehicle is unloaded please remove it from the area so other vendors can do the same.**

### Vendor Conduct

1. The Vendor agreement can be terminated at the sole discretion of the Township of Minden Hills staff if vendors fail to comply with the Vendor rules and regulations.
2. Vendors should allow themselves sufficient time to set up their space and be prepared to serve customers as soon as the market opens at 10am.
3. Vendors are expected to keep their spaces open for the entire market day and not to begin tear down until it has closed at 2pm. Therefore vendors should strive to provide enough items to last the entire market day.
4. No alcoholic beverages are allowed on site by vendors.
5. The market will run rain or shine.