



RIVERSIDE  
**FARMERS'  
MARKET**

# 2025 VENDOR HANDBOOK

## RIVERSIDE FARMERS' MARKET

### Market Facts

#### 2025 DATES

MAY 17- NOV 1

8: 00 AM – NOON

RIVERSIDE PLACE

AGM April 19, 2025  
12pm @ Riverside Place

2025 marks another year of the Riverside Farmers' Market at Riverside Place on the mouth of the Wabi River and Lake Temiskaming. We will continue to bring fresh, local food and handcrafted Northeastern creations to our family friendly customers. We would like to send a huge thank you to all our vendors past and future for contributing to the success of the RFM. Without the hard work and contributions of these people we would not have a successful market. We would also like to thank our dedicated customers who believe in supporting local and buying fresh. Our vision for the RFM is not possible without you.

The 2025 regular full season will run every Saturday morning from 8:00 am - 12:00 pm until November 1.

The winter season will begin on November 8, 2025.





# 2025 RFM BOARD OF DIRECTORS

## President

Ross Brubacher

## Vice President

Vacant

## Secretary

Amanda Rice

## Treasurer

Amanda Rice - Acting Treasurer

## Communication/Marketing

Lesha Laronde

## Market Manager

Ross Brubacher - Acting manager until May 17, 2025

Lynn Fielding - May 17, 2025 - October 25, 2025

## ANNUAL GENERAL MEETING

April 19, 2025 | 12:00 pm | Riverside Place

During the AGM, members will have the opportunity to nominate and vote in the new board of directors, ensuring strong leadership and fresh ideas for the year ahead. Don't miss your chance to get involved and make a difference!

## HAVE QUESTIONS?

contact us at

[riversidefarmersmarket1@gmail.com](mailto:riversidefarmersmarket1@gmail.com)



## RFM RESPONSIBILITIES

### The RFM will:

- With support from the Temiskaming Shores Municipal Council we will run the weekly Farmers' Market on Saturday morning at Riverside Place from 8:00 am until 12:00 pm (May - Oct and select winter dates).
- Will provide a Market Manager who will organize and clean the venue and answer questions when necessary or refer customer/vendors to a board member, if necessary.
- Will organize a food vendor who offers a full morning breakfast from 8:15 am to 11:30 am.
- Will continue to support local food producers and farmers, helping to strengthen our local food security and community.
- Will continue supporting good governance principles for not-for-profit organizations.
- Will maintain our membership with Farmers' Markets Ontario who provides RFM with liability insurance for vendors who have paid a membership for one year.
- Will continue to promote the Market to increase awareness.
- Will continue to look for new opportunities to grow and enhance the RFM.



# VENDOR ELIGIBILITY

Vendors must be residents of Ontario or Quebec living within 150km of the Temiskaming Shores area.

## Vendors are further assessed by their products

- Products are eligible if they are made, baked, grown or harvested by the vendor(s).
- ***\*Any purchased commercial product cannot be repackaged or resold as a vendor item in its entirety.***

## Products must fit in at least one of our five categories:

### •Produce/Harvest

E.g. vegetables, graded eggs, honey, maple syrup, flowers, berries, chicken, beef, veal, pork, fish, etc.

### •Processed Products

E.g. preserves, cheese, etc.

### •Baked Goods/Confectionaries

E.g. bread, muffins, cookies, chocolate, fudge, freeze dried foods, etc.

### •Food Concession

E.g. ready to-eat meals, lasagna, pierogies, meatballs, etc.

### •Artisanal items

E.g. original jewelry design, sewing, knitting, crocheting, quilting, pottery, soap, photography, paintings, carvings etc.



# HOW WE SELECT OUR VENDORS

The Riverside Farmers' Market Selection Committee reviews applications and evaluates them based on the following:

## Quality

The selection committee evaluates vendors by assessing the quality of their products, considering factors such as whether the ingredients or elements used are fresh, local, homemade, or high-quality

## Produce/Harvest

To preserve our status as a Farmers' Market Ontario affiliated market, we are required to have a minimum 60% of our vendors as food producers, and will ensure our seasonal vendor selection is maintained to this standard.

## Market Needs

To ensure a diverse selection, we encourage applicants to offer products that are unique and not already being sold by other vendors. A wider variety of products enhances the shopping experience for customers.

## Product Exclusivity

We encourage products sold exclusively at the Riverside Farmers Market.

## New Products

To ensure innovation, we encourage applicants to sell products never before sold at the Riverside Farmers' Market.

## APPLY TODAY

Fill out the vendor application form online:  
Click: [Vendor Application](#)



# AT A GLANCE

## VENDOR GUIDELINES

To ensure a smooth and professional market experience, please review and follow these guidelines:

### 1. Vendor Setup and Sales Requirements

#### Setup Times:

- Vendors may begin setting up at 6:30 am.
- All vendors must be fully set up and ready to sell by 7:55 am.
- The market begins at 8:00 am sharp. Vendors may shop before 8:00 AM; however, no customer sales are permitted before the market officially opens.
- The RFM board assigns your location, and the market manager will direct you to your designated area.

#### Take Down Times:

- Take down is not allowed to begin until after the bell rings at 12:00 pm.
- Vendors must clean up and leave by 12:30 pm to allow for building rentals at 1:00 pm.

#### Clean-Up:

- Remove all garbage from your area and ensure it is neat and tidy before leaving.

### 2. Required and Recommended Items

#### Essential Items:

- Bring your own cashbox or sales system.
- Price and label your items using price tags, signs, or a price list on a board.

#### Recommended Items:

- Tape, pen, notebook, calculator, scissors, and a tablecloth to cover your table.

#### Business Name:

- Display a sign with your business name or logo.

### 3. Membership and Product Requirements

#### Membership:

- Membership is mandatory and must be purchased before your first market appearance.
- RFM membership adds you to the market's liability insurance.

#### Product Rules:

- Only sell products that have been, produced, baked, grown, or harvested within 150km.
- **Absolutely no** reselling of purchased products from big-box stores or online with altered labels is allowed.

### 4. Parking and Unloading Guidelines

#### Unloading:

- Unload your supplies quickly, then park your vehicle in the designated gravel parking area at the side of the building.
- Do not park in front of doors marked Emergency Parking or No Parking.

#### Loading:

- At 12:00 pm, vehicles may be moved closer to the building for loading. Do this promptly to allow others time to load their vehicles.
- Some vendors may park farther away and use wagons for multiple trips to their vehicles.

### 5. Outdoor Vendors (Kiosk or Tent)

#### Equipment:

- Bring your own tables, chairs, and any other items needed for your stall.

#### Tent Safety:

- If on pavement, secure your tent with weights (stakes are not allowed), but if on grass, stakes are permitted.

#### Weather Preparedness:

- Be prepared for all weather conditions, including wind, rain, and hot sun.

### 6. Reporting Sales

- After each market a survey will be provided by the market manager where you will need to share your gross sales for the day.
- This information is kept completely confidential and is used for market statistical purposes. This collective information is required and crucial for funding opportunities.



# FOOD VENDOR GUIDELINES

In addition to the guidelines outlined on page 3, Food Vendors are also responsible for obtaining the correct permits, certificates, training, as well as following all food safety regulations.

## Food Vendor Compliance Guidelines

To ensure food safety, compliance with regulations, and sustainability at the Riverside Farmers Market (RFM), all vendors are required to follow these guidelines:

### 1. Compliance with Food Ontario Safety Regulations

#### Permits and Certifications:

- Each vendor must apply for the appropriate permits, certificates, and training as required by Ontario food safety regulations.
- It is recommended to obtain a Food Safety Permit from the Environmental Health Officer at the Temiskaming Health Unit in New Liskeard.
- Apply as soon as possible, as processing can take time.
- All Ontario Farmers Market food labeling requirements must be followed.

#### Submission Deadlines:

- Food vendors with a valid Food Establishment Permit must send a copy to the RFM Manager before your first market attendance.

#### Food Safety Certification:

- All food vendors must have a current Food Handler Certificate.
- Complete food safety training and submit the certificate to the Market Manager.
- A list of approved food safety training courses is available through the Timiskaming Health Unit.

### 2. Food Preparation and Handling Guidelines

#### Home Kitchen Standards:

- Treat your home kitchen as a commercial kitchen when preparing food for the market.

- Clean and sanitize all food handling areas before and during use.
- Do not allow pets in the food handling area during preparation.

#### At Your Market Stall:

- Have sanitary wipes and alcohol-based hand sanitizer readily available.
- Use a food thermometer to maintain proper hot or cold food temperatures.
- Sanitize the thermometer with alcohol swabs between uses.

#### Outdoor Food Stalls:

- If operating outside, set up under a tent or canopy to protect food from contamination by the elements.

### 3. Sustainability and Waste Reduction

#### Compostable Packaging and Cutlery:

- Food vendors must use compostable materials, such as bamboo utensils, for any samples provided.
- Styrofoam and non-recyclable plastic packaging are **discouraged** at the market.

#### Encouraging Reusable Bags:

- Vendors are encouraged to provide brown paper bags where possible.
- Most customers bring their own reusable shopping bags, in line with local recommendations.

#### Future Sustainability Goals:

- RFM is working towards sustainable practices with vendor packaging.

## CONTACTS:

### ENVIRONMENTAL HEALTH OFFICER

Kim Caruso

Timiskaming Health Unit

### Riverside Farmers Market

Email: [riversidefarmersmarket1@gmail.com](mailto:riversidefarmersmarket1@gmail.com)

Website: [nlriversidefarmersmarket.ca](http://nlriversidefarmersmarket.ca)

# VENDOR FEES

RFM Membership is valid from January 1, 2025 - Dec 31, 2025. The 2025 Membership fee is \$35 (\$20 for seniors and \$5 for students). This fee is mandatory and must be paid prior to your first market appearance. If you are a full or part-time regular season vendor (new or returning) this fee must be paid in order to secure your spot for the season.

## Regular Season Market Fees: (May through October)

There is a limited amount of space available and it will be awarded on a first come first serve basis to vendors who are up to date with all fees and membership dues paid.

**16' Kiosk:** Available only to full and part-time market vendors.

**Tent:** Vendors are required to supply their own tents. There are 2 tent spaces with electricity available for an additional \$5/day.

OUTDOOR	16' OUTDOOR KIOSK	TENT (TENT NOT SUPPLIED)
<b>FULL SEASON 24 WEEKS</b>	\$60/day \$1440/season	\$25/day \$600/season
<b>PART - TIME 12 WEEKS</b>	\$65/day \$780/season	\$27/day \$324/season
<b>WEEKLY</b>		\$30/day

**Outside Walls:** Electricity is available

**Inside Walls:** No electricity available.

INDOOR	OUTSIDE WALLS (PER TABLE)	CENTRE BOOTHS (PER TABLE)
<b>FULL SEASON 24 WEEKS</b>	\$30/day \$720/season	\$25/day \$600/season
<b>PART - TIME 12 WEEKS</b>	\$32/day \$384/season	\$27/day \$324/season
<b>WEEKLY</b>	\$35/day	\$30/day

## Fee Deadlines and Rules

- All pricing is per table (excluding Kiosks), if you would like 2 tables it would be double the price.
- Fees for full and part-time vendors for the 2025 regular season are due in full by **May 9, 2025**.
- All other fees are due 7 days before the first requested market day.
- **NO REFUNDS OR CREDITS FOR MISSED MARKETS**
- 24hrs notice is required for ANY vendor who has previously confirmed their attendance. A warning will be given out for the first offence, and a loss of vendor status for a second offence.
- \$3 discount on weekly table cost for Seniors.

## Winter Markets

- Winter Market dates and pricing TBA.

## Students:

We love to have young entrepreneurs at the market. It's a great way to learn about operating a business and learning to talk with clients.

We will prioritize young entrepreneurs who are interested in farming, and food production.

## Requirements:

- Be between the ages of 12 and 16.
- Anyone under age 14 must have a parent with them at their table.
- Meat or produce brought to the market should be grown by the student.
- Must follow all vendor rules & guidelines.

## Student Fees:

\$5 Membership Fee  
\$10/table

## Community Partners:

We welcome local community organizations to promote their causes and provide educational material with a **FREE table** once per month. (Space permitting).

Community Partners wishing to sell a product for fundraising are required to provide a list of products to the RFM prior to approval. Upon approval a **\$20 table fee** will be required prior to the Market attended.



# HOW TO BECOME A VENDOR OR COMMUNITY PARTNER

Visit us at [nlriversidefarmersmarket.ca/  
vendorapplications](http://nlriversidefarmersmarket.ca/vendorapplications) to fill out your correct application.

\* Please note that all seasonal vendors must be reviewed and approved by the RFM Board.



## VILLAGE NOEL ELIGIBILITY & FEES

Village Noel is a three day Christmas Village Market held in late November. Spots are first offered to Full time and part time members who have met the requirements below. If you would like to attend please join the wait list on our website. We will offer space to food producers first in accordance with our 60% policy.

### Village Noel requirements:

- To be eligible the vendor must have attended a minimum 10 markets between Feb 15, 2025 and November 15, 2025.
- The vendor must be a current member and all fees and dues must be paid.

### Fees:

\$100 for the 3 days, guaranteed same spot as weekly markets with the same number of tables.

### 2025 Dates:

Village Noel November 20, 21, 22, 2025, set up on Thursday November 20, 2025. Times TBA.

# VENDORS CODE OF CONDUCT

The Riverside Farmers Market is committed to maintaining a safe, respectful, professional environment for vendors, customers and staff. Vendors must treat customers, fellow vendors, and market staff and board with **respect always**.

## Harassment and discrimination:

- Any form of harassment, discrimination, or abusive behavior will not be tolerated. Violators will face immediate consequences, including potential ejection from the market.

## Market Atmosphere:

- Vendors must contribute positively to the market's atmosphere. Disruptive actions, such as public confrontations, are prohibited.

## Vendor Collaboration:

- Vendors are encouraged to work together.
- Undermining fellow vendors or spreading rumors will result in disciplinary action.

## Product Presentation and Integrity:

- Vendors must present products in a clean and organized manner.
- Misrepresentation of products or reselling commercial products is grounds for expulsion.

## Tips for Conflict Resolution:

- Listen objectively, hearing the other party's concerns.
- Aim for a resolution that is satisfactory for both parties through a joint problem solving discussion.
- If you would like to address a customer's concerns later, ask for the name and contact information to follow up.
- If you require mediation or assistance, please reach out to the RFM board.
- Any vendor concerns or complaints regarding market management should be put in writing and addressed outside market hours with the president of the market board directly.



## Zero Tolerance

Violation of any of the following will result in immediate dismissal from the market:

- Any physical or verbal aggression, including rude language and behaviour, will not be tolerated, condoned or ignored under any circumstances.
- Harassment, discrimination and violence will not be tolerated, condoned or ignored under any circumstances.
- Language or actions that are racist, sexist, homophobic or transphobic.

## VIOLATION PROTOCOL

Customers, vendors, volunteers, and staff are all expected to act in accordance with our best practices and zero tolerance policies.

If you feel as though a vendor, staff, customer, or volunteer has violated our policies, please ensure a written incident report is recorded by speaking with the Market Manager or a RFM board member.

### 1. Verbal warning

The Market Manager will discuss the incidents with the appropriate parties in private. Verbal warnings will be documented by the Market manager and include the nature, date and consequence of the incident; reasonable standards of conduct; the situation; and instructions to assist in meeting expectations at the RFM.

### 2. Written Warning

If the conduct has not been corrected in the established time frame, a written warning will be issued, describing the previous warning; reasonable standard of conduct; nature, date and consequences of recurring problems; time frame to correct the problems; and instructions to assist in a meeting. A written acknowledgement of receipt is required. A meeting with RF Market board will be required to discuss the content of the written warning.

### 3. Escalation

Continued violations will result in a board meeting, which may lead to market suspension or permanent expulsion.