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The Sudbury Market is operated by the Greater Sudbury Market Association (GSMA), a non-profit organization governed by a volunteer Board of Directors. Established in 2018, the GSMA aims to create a diverse marketplace offering high-quality, locally produced products. The Sudbury Market serves as an incubator for small businesses, promotes local tourism, and stimulates economic growth in Greater Sudbury's downtown core.

**Board of Directors**:

* Erin Rowe – Chair
* Brittany Rantala-Sykes - Treasurer
* Sarah Bird - Secretary
* Emilie Hebert
* Anne Godin
* Fabio Cinel
* Shannon Scodnick
* Louis-Phillipe Desjardins
* Mark Gagne

**Mission Statement**

The Sudbury Market Association promotes the growth of locally produced items for sale to the greater community, fostering public interest in local producers. Our goal is to create a community atmosphere among vendors, consumers, and the public at large.

**Objectives**

* Protect and preserve the market while supporting vendors.
* Display and market high-quality local vegetables, fruits, meats, baked goods, and arts/crafts.
* Build a community for knowledge sharing and collaboration.

**Market Administration**

**Market Terms**

* **"Market"**: Refers to the Sudbury Farmers' Market.
* **"Vendor"**: Any approved Farmers' Market member selling a product or service who has rented a stall.
* **"Board"**: Refers to the Greater Sudbury Market Association Board of Directors.
* **"Manager"**: The Market Manager responsible for day-to-day operations.
* **"Public Holiday"**: The Market is open on all holidays except Christmas Day and New Year's Day if they fall on a Saturday or Thursday.

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### **Roles and Responsibilities**

* **Market Manager**:
	+ Assigns vendor spaces and makes adjustments as needed for emergency or operational efficiency.
	+ Collects market fees and remits them to the Board Treasurer.
	+ Ensures vendor stalls are clean at the end of each market day. Vendors who fail to clean their stalls may incur additional charges for cleanup services.
	+ Specifies the products that may be sold by each vendor.
	+ Enforces market rules and regulations.
	+ Coordinates promotional and seasonal events in collaboration with the Board.
	+ Ensures that vendors selling produce are the actual growers of the products they sell, including conducting site visits if necessary.
	+ Schedules buskers and entertainers.
	+ Posts signage about market rules, such as leash requirements for pets.
	+ **Final Decisions**: Decisions rendered by the Market Manager or Assistant Market Manager on Market Days shall be final. The Board shall be the final arbitrator on matters pertaining to the applicability and interpretation of the rules and regulations described within.
* **Assistant Market Manager**: Acts on behalf of the Market Manager in their absence and carries the same authority on market days.
* **Vendor Representatives**: Serve as liaisons between the vendors and the Market Manager or Board but do not have authority over market operations.
* **Board of Directors**: The Board oversees the overall management of the market, enforces its rules and regulations, and serves as the final authority on market policies and disputes. Vendors are not to contact Board Members or the Market Manager on their personal cell phone or emails regarding Market business please use the emails provided info@sudburymarket.ca or board@sudburymarket.ca

### **Vendor Selection and Jurying Process**

Vendors are selected based on product quality, originality, and alignment with market goals. All applications undergo a formal jurying process. The Vendor Selection Committee evaluates submissions using a point-based system, and decisions are final. New products must be approved before sale. Vendors will be evaluated for product diversity, quality, and adherence to the market’s objectives.

### **Stall Allocation**

Stall allocation is based on vendor seniority and product diversity. Vendors are responsible for bringing their own supplies, including canopies, tables, and signage. Any additional signage must be pre-approved by the Market Manager.

### **Food Safety and Compliance**

Vendors selling food products must comply with all health and safety regulations, including labeling and packaging requirements. The Market reserves the right to conduct inspections to ensure compliance. Food vendors must include a detailed list of all items intended for sale, matching the item list submitted to Sudbury & District Health Unit.

### **Sustainability and Local Sourcing**

Vendors are encouraged to adopt sustainable practices, such as using recyclable packaging and minimizing waste. Priority is given to vendors who source materials locally. The Market actively promotes environmentally friendly products.

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### **Membership and Vendor Categories**

Membership is restricted to vendors who fall into the following categories:

* **Local Grower/Producer**: Any person who sells only food products that they have grown on their farm, property, or greenhouse.
* **Reseller**: Any person who resells locally produced food items not being provided by a local grower/producer.
* **Artisan/Crafter**: Any person who produces a product through skillful means that may be considered art, craft, or hobby.
* **Prepared Food Producer**: Any person who sells food prepared in a certified kitchen or at the Farmers' Market.
* **Food Truck/Restaurant**: Any person who sells ready-to-eat meals prepared in a certified kitchen and heated at the market or prepared on-site at the market.

**Farm-to-Farm Vendor**

This unique vendor category allows one farm to resell the produce or products of another farm, particularly if the latter is unable to attend the market.

* + **Source of Produce**: The primary source of the produce or products being resold must originate from a recognized Local Grower/Producer within 150 miles of the region. Exceptions may be made by the Market Manager for items not available within this radius.
	+ **Manager Approval**: All products intended for resale under the Farm-to-Farm Vendor category must be pre-approved by the Market Manager to ensure adherence to the market's quality and origin standards.
	+ **Origin and Display Standards**: All resold products must be Ontario-grown. The exact place of origin must be clearly and prominently displayed on signage at the vendor's stall to ensure transparency and trust with market attendees.

### **Special Event Policies**

Special events, such as holiday markets, require separate applications. Vendors interested in participating must submit an application and will be selected based on product relevance to the event.

### **Canopy and Setup Requirements**

### To ensure vendor and customer safety, all outdoor vendors are required to secure their canopies with weights. The following guidelines apply:

### Weight Requirements: Canopies must be secured with a minimum of 40 pounds (18 kg) per leg. This ensures stability in various weather conditions.

### Restrictions on Anchoring: The use of anchors, nails, or any other items that must be driven into the ground is strictly prohibited to prevent damage to the market space.

### Vendor Setup and Cleanup: Vendors are responsible for bringing all necessary supplies, including canopies, tables, chairs, and signage. Stalls must be set up before market opening times and fully cleaned before leaving the market. Failure to comply with setup and cleanup requirements may result in penalties or additional charges for cleanup services provided by the Market Manager.

### **Communication Channels**

Vendor inquiries, complaints, or feedback should be directed to the Market Manager at info@sudburymarket.ca. For unresolved issues, vendors may contact the Board of Directors via board@sudburymarket.ca. All official market communications must be sent through established channels.

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### **Market Location, Dates, and Times**

**Location**: 40 Elm St, Elm Plaza (Saturdays); Paris & York (Thursdays Summer only) Vendors are required to attend the full market hours unless arranged with the Market Manager prior to the market.

**Dates**:

* + **Summer Market**: June 7, 2025 - October 11, 2025 (Saturdays)

June 26, 2025 - October 9, 2025 (Thursdays)

* + **Winter Market**: October 18, 2025 - May 30, 2026 (Saturdays)

**Times**: Saturdays 9 AM - 2 PM set-up 7am-845am

 Thursdays 2 PM - 6 PM Set-up 12pm-145pm

**Vendor Responsibilities**

**Code of Conduct**

The Sudbury Farmers' Market is committed to maintaining a safe, respectful, and professional environment for vendors, customers, and staff. Vendors must treat customers, fellow vendors, and Market staff with respect at all times.

* + **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 is grounds for expulsion.

**Enforcement and Consequences**

* + **First Offense**: Verbal warning documented by the Market Manager.
	+ **Second Offense**: Written notice outlining the violation and required corrective actions.
	+ **Third Offense**: Ejection from the Market without a refund. Severe offenses may result in a permanent ban.

**Setup and Cleanup**

Vendors must ensure that their stall is set up and cleaned properly. Failure to comply will result in penalties.

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### **Insurance and Liability**

Vendors who have their own liability insurance with coverage of at least $2,000,000 must name the following as additional insureds: The GSMA, Vista Sudbury Hotel Inc., The Griffin Corporation, Vista Hospitality Co. Canada Inc., Vista Sudbury Parking Inc., the Officers and Directors of Farmers Markets Ontario, and the City of Sudbury.

Vendors who do not have insurance may sign a Hold Harmless Agreement but are strongly encouraged to obtain coverage.

### **Parking**

Vendor parking is at the discretion of the Market Manager. Vendors will be directed to designated parking areas, ensuring that vehicles do not obstruct market activities, pedestrian flow, or vendor setup areas. Depending on space and specific market needs, vendors may be asked to park off-site after unloading their goods.

### **Noise Pollution and Generator Use**

Vendors using generators or other electrical equipment must ensure that noise levels do not disturb other vendors or market attendees. Generators should be equipped with noise reduction mechanisms whenever possible. The Market Manager reserves the right to restrict or prohibit the use of any generator that causes excessive noise.

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### **Signage**

All vendors are required to display signage. Signs must be positioned within the boundaries of the vendor's stall and should not obstruct customer flow or other vendors. Additional signage, including sandwich boards or promotional materials, must be pre-approved by the Market Manager.

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**Fee Structure and Payment Terms**

**Daily Rate**: $XX per market day.

**Seasonal Rate**: $XX for the market season.

**Special Event Rate**: $XX for special events. Invoices are issued on the 10th of each month, with payments due by the 17th. Late payments incur a $50 fee.

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### **Refund Policies**

Refunds are granted only under extenuating circumstances. Vendors must submit a written request, and a $50 administrative fee will be applied. No refunds are issued for cancellations within 30 days of the market day.