

## **Introduction**

This is the 2<sup>nd</sup> annual Mother’s Day Market in Weston Village. It is organized by the Weston Village Business Improvement Area (BIA). As a municipal agency through the City of Toronto, accountability and transparency are key. A board of directors comprised of local business and property owners strive for a vibrant event that attracts visitors to the main street.

## **Location and Hours of Operation**

**Date:** Saturday May 13<sup>th</sup> 2023

**Hours:** open to the public 10:00am – 2:00 pm, vendor access 9:00am – 3:00pm

**Location:** 2000 Weston Rd, Wards Parking Lot South end

**Parking:** offsite parking may be required if there is a funeral held that day. Vendors will be notified of parking arrangements.

## **Vendor Categories**

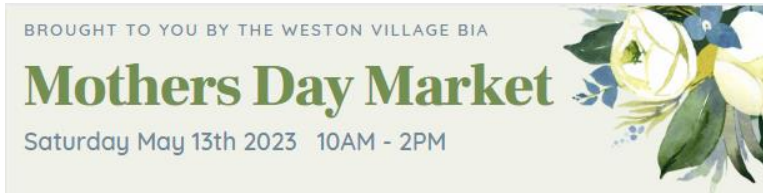
The Mother’s Day Market will feature vendors from the following four vendor categories:

- **Flowers** (includes fresh, dried, pressed etc)
- **Beauty items & services** (makeup, lotions, creams, hair/nail products or gift cards to a local service provider)
- **Packaged Food Gifts** (products such as jams, teas and coffee, baked goods, etc. made by the seller)
- **Packaged Craft and Artisans Gifts** (makers of hand-crafted items made by the seller)
- **Community groups, BIA members who serve mainly female clientele**

## **Acceptance Process**

The Coordinator is responsible for managing the application process and following this policy. All prospective vendors will go through the following process when being accepted into the Mother’s Day Market:

1. Vendors fill out and send application and supporting documents with all information provided and payment.
2. Be reviewed by the Events Chair using the established criteria and be recommended to the board for approval.
3. Be approved by the Board of Directors, notification of acceptance sent
4. If approved, vendor fees will be deposited. Unaccepted vendors will have 100% of vendor fees returned.
5. Returning vendors or those accepted into another BIA hosted event, are not guaranteed to be accepted but it will be noted on their file.



**Community Group Policy**

Spaces are limited for community tables.

Community groups tabling at Weston Farmers’ Market:

- a) Must be a community group or not-for-profit organization.
- b) Must be an organization fundraising for itself and not individuals fundraising for organizations.
- c) Must not be offering goods that conflict with goods already offered at the Mothers Day Market.
- d) Must not be a political party/municipal candidate or a group affiliated with a political party.
- e) Must not be a group that is actively trying to sway political opinions towards a specific political party.
- f) Must not be a group that promotes any form of hate or discrimination.
- g) Must not be a religious organization or group affiliated with a religious organization.

**Fees**

The following is the fee schedule for 2023. Collected fees are collect to pay for permits, entertainers and activities for market visitors to enjoy.

Type	Closing Date	Amount
10x10 spot	May 5 <sup>th</sup> 2023	\$60.00

Fees are payable via cheque made to “Weston Village BIA” or e-transfer to [admin@westonvillagebia.com](mailto:admin@westonvillagebia.com). If paying by e-transfer, the vendor shall notify the BIA of the security password.

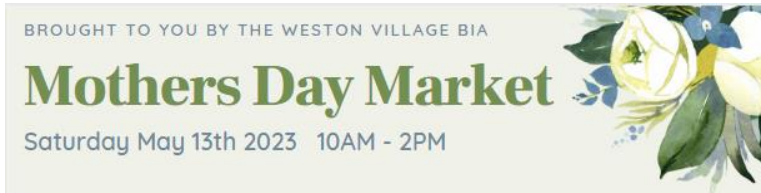
Once a vendor is accepted and fees are collected there are **NO REFUNDS**.

**Layout**

There are a maximum of 20 10x10 spaces available, vehicles not permitted on the event site. Vendors are required to set up directly beside their neighbour and cannot leave gaps to allow customers to go behind stalls.

For reference only and subject to change.





## **SCHEDULE A – CODE OF CONDUCT**

The primary purpose of the Code of Conduct is to ensure the event environment is enjoyable, safe and secure for the public, vendors, staff and all participants.

The Code of Conduct is applicable to the vendor, their family, staff or any friends who may assist the vendor in participating in the Mother’s Day Market.

### **Vendors will:**

1. Conduct themselves in a courteous and respectful manner towards the public, staff and all event participants;
2. Refrain from any behaviour that interferes with the rights or working/selling opportunities of other vendors, including speaking ill of other vendors, staff and management while the event is in progress.
3. If you have complaints about the management, you can address those by sending an email to the BIA, Board of Management at: [admin@westonvillagebia.com](mailto:admin@westonvillagebia.com) or by calling us at: 416-249-0691.
4. Refrain from using language which is offensive, threatening or intimidating to other vendors, staff and customers;
5. Operate vehicles or equipment in a safe and responsible manner.
6. Respect and adhere to the Rules and Regulations, established by the Weston Village BIA (Schedule B)
7. Not participate in the event under the influence of alcohol or drugs.

A report of failure to comply with any component of the Code of Conduct will be assessed and investigated by the BIA Coordinator and/or the Weston Village BIA board of management.

**I have read and agree to abide by the Code of Conduct.**

Signature

Date:

---



## **SCHEDULE B – RULES & REGULATIONS**

1. Toronto Public Health requires that all vendors follow appropriate health and safety protocols. Vendors are responsible for maintaining up-to-date knowledge of these protocols with respect to their products.
2. The maximum space allocation will be 4 stall spaces per vendor during the Mother's Day Market. One stall space includes a 10' x 10' footprint. Stall locations will be assigned by the Weston Village BIA. Stall switching is not permitted without consent from the BIA.
3. Vendors may not sell, rent or sublet their stall space(s) to other vendors. Stall-sharing may be allowed under circumstances that have been approved in writing by the Weston Village BIA.
4. Vendors are responsible for providing all equipment (tables, chairs, etc.) and setting up and tearing down their displays. Vendors must keep within appointed stall guidelines, and not encroach upon walkways. Shelters, umbrellas etc. must be properly fastened together and anchored with at least 30lb (14kg) weights on each leg. Any ropes, poles etc. used in the shelter construction must not interfere with customer traffic.
5. All items for sale must have prices prominently and clearly displayed. Vendors must not practice distress pricing by dumping products at bargain prices. Undercutting other vendors will not be tolerated. Volume sales incentives (i.e. \$2 each, 3 for \$5) are permitted. Each vendor will be responsible for sales tax collection, where applicable.
6. All vendors (including community groups and buskers) are expected arrive at the event site no earlier than 8:30am but no later than 9:30am. Vendors shall have their booth fully assembled and ready for customers by the beginning of the Mother's Day Market at 10:00am. Likewise, stall-holders are expected to keep their stalls open for the duration of the event and will not begin to tear down until 2:00pm. All vendors have to be off the site by 3:00pm.
7. Vendors are expected to keep their stall space clean and to remove their own garbage and recycling at the end of the day.
8. No alcoholic beverages or cooking of food is permitted at the Mother's Day Market.
9. Vendors shall sell products at the front of their stalls (i.e.: not from behind or sides).
10. Any contents left by vendors are left at their own risk. The Weston Village BIA cannot be held responsible for loss or damage to property due to fire, theft, vandalism or any other cause.

---

Initial here



11. Cancellations

11.1 Notice of Absence

If a vendor cannot attend for any reason, they are asked to notify the Weston Village BIA in writing at least 5 days prior to the event, or as soon as possible in case of emergency.

11.2 Refund Policy

If a vendor who has been accepted into the Mother’s Day Market and already paid their fees to hold their spot, there are no refunds if they can no longer attend. A vendor may seek an alternative vendor to apply on their behalf, subject to approval of the Weston Village BIA.

11.3 Weather

The Mother’s Day Market will operate rain or shine from 10:00am-2:00 pm; vendors are expected to attend regardless of the weather forecast and should prepare accordingly. Only in the case of extreme weather events confirmed by Environment Canada which threaten to create unsafe conditions will the event be cancelled or closed early at the discretion of the Weston Village BIA.

**I have read and agree to abide to the Rules and Regulations.**

Signature

Date:

**SCHEDULE C – CONTACT INFORMATION**



**Weston Village Business Improvement Area**

**Coordinator:** Audrey Swartz

Address: 4 John St Unit 3, York ON M9N1J3

Telephone: 416-249-0691

E-mail, Weston Farmers’ Market Manager:

[FarmersMarket@westonvillagebia.com](mailto:FarmersMarket@westonvillagebia.com)

E-mail, Board of Management [admin@westonvillagebia.com](mailto:admin@westonvillagebia.com)

Website: [www.westonvillagebia.com](http://www.westonvillagebia.com)

Socials: @westonvillagebia

# Mothers Day Market

Saturday May 13th 2023 10AM - 2PM



## Vendor Application Form

Vendor Category (Check all that apply)

- Flowers
- Beauty
- Food
- Craft/Artisan
- Community

Are you a returning vendor?

- Yes
- No

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

List or attach all Items you plan to sell:

\_\_\_\_\_

\_\_\_\_\_

Parking may not be available on site. You may need to park across the street in another parking lot. There are no refunds for collected fees.

Market Booth Space(s) for Saturday May 13th 2023

Number of stalls requested:  1  2  3  4      Rate \$60 x \_\_\_\_\_      Total \$ \_\_\_\_\_

E-mail completed applications to [admin@westonvillagebia.com](mailto:admin@westonvillagebia.com) as a PDF file OR a physical copy can be mailed to our office at 4 John St Unit 3, Toronto ON M9N1J3

**Full Payment due upon receipt.** Please make cheques payable to: "Weston Village BIA" By E-Transfer to: "[admin@westonvillagebia.com](mailto:admin@westonvillagebia.com)"

**I have read and agree to all terms and conditions of this agreement.**

\_\_\_\_\_  
**(Please sign)**

\_\_\_\_\_  
**(Date)**

**Please note;** applications are subject to approval and must be accompanied by full deposit. If your application is denied we will return your cheque promptly with a full explanation. Applications will be accepted until May 5<sup>th</sup> 2023 or until the market is full, whichever comes first.