



## 2026 Market Vendor Application

### VENDOR INFO

<b>Vendor / Business Name:</b>	
<b>Vendor Representative First and Last Name:</b>	
<b>Vendor Address:</b>	
<b>City / Postal Code:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

### VENDOR TYPE. CHECK ALL THAT APPLY:

Farmer/Grower (booth fees will be waived for all farmers/growers)

Craft / Artisan Creator

Food Vendor for packaged goods/prepared products

Food Vendor for consumption / eat at market foods (must select either Food truck or

Food vendor on concrete pad for Booth Type)

Licensed Patio Vendor (must attach signed Patio Vendor Agreement)

Non-Profit / Community Organization

Other: \_\_\_\_\_

## **INSURANCE:**

Do you currently have a minimum of \$2,000,000 liability insurance for your business that "The City of Thorold" at address 3540 Schmon Parkway, Thorold, ON, L2V 4A7 can be listed as an additional insured. Please note most insurance policies can list an additional insured at no additional cost.

Yes, I currently have insurance and can list Thorold as an additional insured.

No, I do not currently have insurance and need coverage for the market.

## **BOOTH TYPE AND COST:**

Please select from the list below your booth type and preferred location. Explanations for booth spots and cost structure for the Market are written below. The location at the Market will be assigned by the Market Organizer based on availability prioritizing vendors who attend the full season.

Farmer/Grower

General Vendor Booth - North End

General Vendor Booth - South End

Food Vendors on concrete pad

Food Truck

Licensed Patio Vendor (Beer or Wine - poured beverage consumption)

Requested dates \_\_\_\_\_

Community Organization

Requested dates \_\_\_\_\_

Requesting power if available

Please specify your power connection type. Note limited outlets are available and prioritized for food vendors.

30 Amp stove outlet

20 Amp standard outlet

**Farmer/Grower Booths** - Booths fees for farmers and growers will be waived. Farmers/Growers must confirm their status as a Farmer/Grower with the Market Organizer.

**General Vendor Booths** - Two price options are available for General Vendors and Food Vendors. Vendors may choose to pay \$20 a spot for a single day permit to attend the market or sign up for a minimum of 9 out of 11 dates for the season rate. Season rates are \$100 per spot for the season + \$100 security deposit. Vendors who meet the following criteria will receive their \$100 security deposit back at the conclusion of the season.

- Maintain 80% attendance record throughout the season - must attend at least 9 out of 11 dates (any date cancelled by the organizer will be considered attended)
- Notify the Market Organizer with at least 7 day notice for known absences by email to [event@thorold.ca](mailto:event@thorold.ca) or by email **and** text or call to (289) 241-2592 for any absence with less than 7 days' notice no later than 12:00 pm on the day of the market.

If any Vendor fails to provide notice of their absence by 12:00 pm on the day of the market or gives no notice at all they will be considered a no show/no notice, considered absent and may be barred from attending future events as a vendor.

Hydro connections may be available on a first come first serve basis and will be prioritized for Food Vendors. Limited hydro connections are available.

**Food Vendors** - follow the same pricing structure and guidelines as General Vendor Booths above. No additional fee for hydro, which is available on a first come first served basis. 30A stove plug style or 20A standard outlets may be available. If hydro is not available, the Vendor will be responsible for their own power needs and must first get approval from the Market Organizer.

All Food Vendors may be subject to an inspection at any time by a representative from Niagara Regional Public Health, City of Thorold Staff, including By-Law, Building Department and Thorold Fire Department, Technical Safety Standards Association or The Electrical Safety Authority. Food vendors are responsible for ensuring they obtain proper inspections, permits or licenses from governing bodies for their operation, comply with all Thorold By-Laws, follow all applicable regulations, and submit all required documents to the market organizer. A list of best practices can be downloaded from [HERE](#) for food vendors.

**Licensed Patio** - This year the patio is shifting to focus on supporting non-profit organizations when possible. Priority will be given to non-profits looking to run the bar as a fundraiser for their organization. The daily permit cost to be a Patio Vendor is \$150, which covers the cost of the special occasion permit. Profits from all sales remain profits of the Patio Vendor. Patio Vendors should specify their requested dates above and attach a copy of the signed Patio Vendor Agreement. Multiple dates can be requested and are encouraged but Patio Vendors may not be given all dates to offer opportunities to a variety of organizations at the market.

**Community Organization** - spots will be made available at each market for a non-profit or community organization to set up and attend the market at no cost to help bring awareness to the organization's cause. Organizations must still provide a certificate of insurance. Community organizations should specify their requested date above. Multiple dates can be requested but organizations may be rotated to offer a variety at the market.

**PARTICIPATION DATES:**

**2026 Market Dates**

June 17 5-9 pm	June 14 5-9 pm		
July 8 5-9 pm	July 15 5-9 pm	July 22 5-9 pm	July 29 5-9 pm
Aug. 5 5-9 pm	Aug. 12 5-9 pm	Aug. 19 5-9 pm	Aug. 26 5-9 pm
Sept. 5 12-4 pm			

This year we are encouraging vendors to attend the entire market season. The Market Season is planned to run for 11 dates including the season finale. Vendors who sign up for the entire season will be given preferential spots. This year the Market will follow the dates above running Wednesday evenings from 5:00 - 9:00 pm starting on June 17th and ending on August 26th with a Season Finale planned for 12:00 - 4:00 pm on September 5th. There will be no market the week of Canada Day on July 1st.

**Please only check off all dates below that you would like to sign up for.**

Please Note: Spot preference will be prioritized for vendors who commit to the entire season with the exception of weekly rotating Community organizations and rotating Patio Vendors.

**Sign up dates:**

- June 17 - 5-9 pm
- June 24 - 5-9 pm
- July 8 - 5-9 pm
- July 15 - 5-9 pm
- July 22nd - 5-9 pm
- July 29th - 5-9 pm

August 5th - 5-9 pm

August 12th - 5-9 pm

August 19th - 5-9 pm

August 26th - 5-9 pm

September 5th - Season Finale 12-4 pm

Please list all the products you intend to sell.  
Alternatively, you may attach a PDF with your application.

Please list social media/web links to your business:

Instagram:  
Facebook:  
Website:

Please attach the following as attachments along with the application to your email.

- Attach a letter from Niagara Public Health Permitting your business to operate at farmers markets and special events in Niagara Region [Apply HERE](#) (for all Food Vendors)
- Valid Food Handlers Certificate (for all Food Vendors)
- Patio Vendor Agreement (for Patio Vendors only)
- Organic (by Agriculture Canada) or MyPick.ca (by FMO) Certificate # (if applicable)
- Farm Identification Number (if applicable)
- Provide a copy of your menu or product list and prices you are charging for each item
- After final approval is given before your permit can be issued, vendors must also provide a certificate of insurance naming the City of Thorold as an additional insured for a minimum of \$2,000,000 liability insurance. Vendors who do not have an existing policy can discuss coverage options with the event organizer.

Applications will be reviewed upon submission. Approval is at sole discretion of the Market Organizer and City of Thorold Staff. Market participation will not be allowed until an approved permit is sent out to the vendor, fees are paid and a certificate of insurance and necessary documents are provided. Fees and documents should be paid and submitted to the Market Organizer 7 days in advance of the first market date to be attended to allow for sufficient processing time.

To contact the Market Organizer please reach Jacob at [event@thorold.ca](mailto:event@thorold.ca) or by phone at (905)227-6613 ext. 312. Cell phone (289)241-2592.

# City of Thorold Community Market

## Vendor Agreement, Guidance and Practices

### EVENT TIMELINE:

- Vendors must arrive through the service gate near the corner of Cleveland St and Garden St. to check in with the Market Organizer upon arrival.
- The Market will run on Wednesday evenings in Battle of Beaverdams Park (0 Sullivan Ave. Thorold) during the dates listed in the Vendor Application above.
- The Event will be open to the public from 5:00 p.m. - 9:00 p.m. every Wednesday and from 12:00 p.m. - 4:00 p.m. on the finale.
- On Wednesday Market nights vendors are able to arrive and set up starting at 3:00 p.m. and setup must be finished with all cars moved and parked by 4:45 p.m. prior to the 5:00 p.m. event starting every Wednesday.
- You must remain at the event throughout its entire duration until the event is finished at 9:00 p.m. and the public have vacated the park. If an unforeseen emergency arises where you must leave early you must notify the Market coordinator directly and arrange on site City of Thorold Staff to be escorted out of the market if possible.
- After the event closes to the public at 9:00 p.m. vendors will be permitted to close their booths and should be packed up and leave by 10:00 p.m.
- For the finale only, vendors may arrive starting at 8:00 a.m. and must be set up and have vehicles parked by 11:45 a.m. Vendors are expected to be packed up and have left within one hour of the end of the event by 5:00 p.m.

**By participating in this event all vendors, staff and volunteers agree to abide by the Vendor Requirements, uphold The Code of Conduct and agree to the Vendor Agreement:**

### VENDOR REQUIREMENTS:

All Vendors must:

- Adhere to the cost and fee structure set in the application to participate in the Market.
- Follow a 7-day cancellation notice. Vendors must notify the Market Organizer with at least 7 day notice for known absences by email to [event@thorold.ca](mailto:event@thorold.ca) or by email **and** text or call to (289) 241-2592 for any absence with less than 7 days' notice no later than 12:00 pm on the day of the market.

If a Vendor fails to provide any notice of their absence by 12:00 pm on the day of the market or gives no notice at all they will be considered a no show/no notice and be required to pay an additional \$20 deposit to buy back into the market.

Vendors will not receive any adjustments or refunds for absences but lack of notification for absences will impact future consideration for market participation.

- Vendors must arrive through the service gate near the corner of Cleveland St and Garden St. to check in with the Market Organizer upon arrival.
- Arrive at least 30 minutes prior to the event opening.

- Display proper signage identifying their booth and any pertinent certifications.
- Be given approval for any products sold and have clear marking of prices for products.
- Finalize sales 10 minutes prior to the end of the event.
- Pack up and clear the event space within one hour of close; do not leave event prior
- Maintain booth in a safe and presentable manner.
- Maintain an 80 percent attendance record for vendors.
- Vendors are required to have their business or organization name displayed clearly in, on or around their booth.
- Vendors serving or selling food including prepared food, baked goods and samples must have a proper handwashing station, be set up on a proper flooring surface and always meet all public health requirements.
- All vendors are responsible for supplying everything needed for their booth including but not limited to tables, chairs, tents, tent weights and hydro connections.
- Vendors must use a tent that is weighted down at each corner of the tent.

All Food & Patio Vendors must:

- Familiarize themselves with [Niagara Region Public Health and Emergency Services Food Safety at Special Events and Farmers' Markets](#).
- Follow the list of Best Practices for Food Vendors.

All Vendors serving alcohol must:

- Maintain a valid smart serve certificate and keep the certificate with them during events.

## **CODE OF CONDUCT:**

All vendors, staff and volunteers, whether at an event, market or other function organized by The City of Thorold, agree to conduct themselves in a professional manner that fosters a sense of community and camaraderie, and a spirit of cooperative involvement that promotes the event throughout Thorold and the community. All Vendors agree to:

- Ensure that fellow vendors, customers, staff and the public in general enjoy an environment free of harassment or any form of abuse.
- Act with honesty, integrity, and professionalism when interacting with other vendors, staff and members of the public.
- Conduct yourself in a manner that reflects positively on The City of Thorold
- Ensure that any social media posting or promotion does not violate the City of Thorold's policies in any way.

## **VENDOR AGREEMENT:**

This Vendor Agreement ("Agreement") is made and entered into between The City of Thorold, hereinafter referred to as "Organizer", and The Vendor, hereinafter referred to as "Vendor".

- The Thorold Community Market is aimed at promoting a sense of community.
- Vendors are allowed to participate in said event as a vendor to sell products or services.
- Vendor's Role: The Vendor should sell products or services that meet requirements from any governing body such as public health requirements. Vendor agrees not to promote any political views or religious agendas during the event.

- Compliance with Laws the Vendor shall comply with all applicable laws, regulations, and ordinances governing the sale and promotion of products or services at the event location.
- Booth Setup: Vendor should set up their booth in the designated area provided by the Organizer. Vendor agrees to maintain a clean and organized booth space throughout the duration of the event.
- Booth Size: Each spot will provide a 10' x 10' space in which the vendor must be contained within including their table and tent, with the exception of food truck spots. Vendors needing more than a 10'x10' space must request multiple spots.
- Take Away Material: If you provide any material such as pamphlets or flyers this material must be accurate, informative, and unbiased.
- Prohibited Activities: Vendor shall not engage in any activities that may disrupt the event or go against the spirit of events, including but not limited to:
  - a. Expressing political views or advocating for or against specific policies, bills, political candidates or parties.
  - b. Promoting religious agendas or views.
  - c. Selling products or services that would reasonably be deemed inappropriate, rude, offensive or in bad taste.
  - d. Distributing materials that are offensive, discriminatory, or harmful in any way.
- Insurance: Vendor shall maintain adequate liability insurance coverage for their booth and activities at the event. Organizers shall not be held liable for any damage or losses incurred by the Vendor during the event. The Vendor shall purchase or supply proof of a certificate of liability naming "The City of Thorold" address: 3540 Schmon Parkway, Thorold, ON, L2V 4A7 as an additional insured for a minimum of \$2,000,000 liability insurance.
- Indemnification: Vendor agrees to indemnify, defend, and hold harmless Organizer, its officers, directors, employees, and volunteers from any claims, damages, liabilities, and expenses arising out of Vendor's participation in the event.
- Inspection: All Vendors may be subject to an inspection at any time by a representative from Niagara Regional Public Health, City of Thorold Staff, including By-Law, Building Department and Thorold Fire Department, Technical Safety Standards Association or The Electrical Safety Authority.
- Responsibility: It is the Vendors' sole responsibility to ensure they obtain proper inspections, permits or licenses from governing bodies for their operation, comply with all Thorold By-Laws, follow all applicable regulations, and submit all required documents to the market organizer.
- Responsibility: Vendor agrees to be solely responsible for any employees, volunteers, or other people brought in to assist with their role. Further the Vendor agrees to always have a parent or guardian present throughout the event who will be responsible for any and all youth participating in this event.

- Termination: Organizer reserves the right to terminate Vendor's participation in the event at any time if Vendor fails to comply with the terms of this Agreement or engages in any prohibited activities. The Organizer will in no way be held responsible for any lost revenues or fees incurred by the Vendor for their participation in the event. Vendors will not be entitled to a refund and may be subject to further penalty for any damage caused.
- Operating Hours: Permitted Vendors are only allowed to operate during the dates and times listed on your permit. Vendors and operations should obtain the appropriate [business license](#) and are encouraged to reach out to the Clerks department for more information, for example a refreshment vehicle license for food truck operators.
- Entire Agreement: This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first below written.

Vendor: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_