



## Vendor Application Guide

Are you interested in being a vendor at the Prescott Farmers' and Crafters' Market? Apply now for the 2026 season!

Read this guide and [visit here to complete the online application form.](#)

### 1. Purpose of this Guide

This Vendor Application Guide provides the information needed to determine eligibility and submit an application to participate in the Prescott Farmers' & Crafters' Market for the 2026 season. It is intended for prospective vendors.

Approved vendors will receive a separate “**Vendor Handbook**” package. That package contains the full operating requirements, site rules, enforcement provisions, and permit conditions that apply once a vendor is approved and scheduled to attend.

### 2. About the Market

The Prescott Farmers' & Crafters' Market is a Town of Prescott initiative designed to support local producers and makers, strengthen the local economy, and offer residents and visitors a high-quality shopping experience in a safe, welcoming environment.

The Market operates adjacent to the **Prescott Pop-Ups site at 191 Water Street East, Prescott, Ontario**. The Market is held every **Saturday from 9:00 a.m. to 2:00 p.m.** Special market days or events may be scheduled throughout the season or outside of regular hours at the discretion of the Town of Prescott.

The Market may also be temporarily relocated for special events or activations during the season.

### **3. Vendor Categories and Eligibility**

The Market features a diverse range of vendors. Categories include, but are not limited to, local farm products, value-added foods, baked goods, prepared foods, beverages, artisans, crafters, and other vendors that contribute to a vibrant and engaging Market mix.

Applications are assessed based on alignment with the Market's objectives, product quality, and how the proposed offerings complement the overall vendor mix. The Town may limit or restrict overly similar products to preserve a diverse range of offerings and a balanced customer experience.

### **4. Products and Sales Standards**

The Market is a curated retail market. It is the intent that prices charged should be at fair market value. All products must comply with applicable federal, provincial, and municipal regulations.

The majority of products sold at the Market must be grown or produced in Ontario, with a strong emphasis on items cultivated, created, or crafted directly by the vendor. Non-food items must be new or significantly altered from their original state to be eligible for sale, ensuring unique and value-added offerings.

Vendors offering fresh produce are particularly important to the Market's mission. Citrus fruits, bananas, and other produce grown outside Ontario are not permitted.

Prepared and processed food items, including those served hot or reheated on-site, are welcome. The number of handheld food vendors may be limited to maintain a balanced vendor mix. Alcoholic beverages may be considered on a case-by-case basis, subject to all required provincial approvals and Town approval.

The sale of pet animals, such as dogs or cats, is not permitted at the Prescott Farmers' & Crafters' Market.

Applicants must submit a detailed list of products/services and any other business details requested by the Town. Any changes to products/services or operating details after approval must be communicated to and approved by the Market Clerk before being offered for sale.

## 5. Contact

The Town of Prescott is responsible for overseeing the revitalization and daily operations of the Farmers' & Crafters' Market, including the appointment of the Market Clerk(s).

Town of Prescott staff are tasked with issuing both annual and daily vendor licenses, in accordance with the Farmers' & Crafters' Market Bylaw, which may be amended from time to time.

The primary contact for Market Vendors will be the Market Clerk, who will be on-site at the Market and can be contacted via email at [farmersmarket@prescott.ca](mailto:farmersmarket@prescott.ca)

## 6. Market Fees

Market Fees	
Tent Vendor (10'x10')	
TERM	RATE
Seasonal (New)	\$225
Seasonal (Returning) <sup>1</sup>	\$200
10 Market Package (Pre-Paid Only)	\$135
Daily Vendor Fee	\$20

<sup>1</sup> To qualify as a returning seasonal vendor, you must have participated as a Seasonal Vendor in 2025.

All market fees must be paid in advance of the first market day for seasonal vendors, and prior to the start of each market day for daily vendors.

Payment options include: cash or Square to the Market Clerk on-site; payment at the Prescott Museum & Visitor Centre (202 King Street West, Wednesday to Saturday, 11:00 a.m. to 5:00 p.m.); or e-transfer to [accountsreceivable@prescott.ca](mailto:accountsreceivable@prescott.ca) with the memo "Market Fee – Vendor Name."

## 7. Insurance Requirements & Approvals

Vendors are required to hold \$2 million commercial general liability insurance naming the Corporation of the Town of Prescott as Additional Insured. Vendors

must provide a valid Insurance Certificate to the Market Clerk prior to attending their first market.

At its discretion, the Town of Prescott may be able to provide regular vendor insurance coverage for \$5 per market. Exclusions may apply to certain activities or products.

Vendors handling food or operating a food truck must obtain and maintain all required permits and inspections, including public health requirements and any required fire, propane, TSSA, and ESA approvals, where applicable.

## 8. Vendor Space and Equipment

There are no reserved vendor spaces. Stall placement is coordinated by the Market Clerk to support a functional layout and strong customer flow. Vendors may be required to confirm attendance at least 24 hours in advance of each Market day.

Vendors must supply and set up their own display and canopy tent. Tents must be anchored per manufacturer guidance for expected wind loads; the Market Clerk may require increased weights or tent removal based on conditions and at their discretion. The Town does not provide on-site storage for vendor tents or display materials.

**Optional Tent Rental (Limited Availability):** Subject to availability, the Town may offer a limited number of canopy tents (10'x10' or 8'x8' based on availability) for vendor use at a rate of **\$10 per market day**. Tent rentals are not guaranteed and will be confirmed by the Market Clerk in advance of the Market day. Vendors renting a Town tent are responsible for **all set-up and tear-down** of the tent, including weighting and securing it appropriately for weather conditions, and must leave the tent and surrounding area in clean, undamaged condition. Any damage or missing components may be charged back to the vendor.

## 9. How to Apply

To be considered for the 2026 season, vendors must complete and submit the Prescott Farmers' & Crafters' Market application.

Your application should include: your business name and contact information; a detailed description and list of products/services; photos or examples of products (recommended); any special requirements (e.g., food handling,

equipment, power needs); and your requested participation type (seasonal, package, or daily).

Vendors intending to sell food items must also complete and submit any required compliance documentation requested by the applicable health authority.

## **10. Review and Selection**

Applications are reviewed to ensure products meet Market standards, that vendors hold (or can obtain) required insurance and approvals, and that the overall vendor mix remains diverse and balanced. Submitting an application does not guarantee approval, and the Town may limit participation based on space constraints, product duplication, safety considerations, or program fit.

## **11. If You Are Approved**

Approved vendors will be issued the “Vendor Handbook” package and any required permit documentation. Before your first Market day, you will be required to: (1) provide insurance documentation or opt-in to the Town of Prescott’s \$5 per market insurance; (2) submit any required permits/inspections, including proof of Health Unit notification if applicable; (3) confirm your participation schedule as requested by the Market Clerk; (4) ensure all fees are paid in accordance with Market requirements; (5) participate in a pre-season vendor orientation meeting if deemed necessary by the Market Clerk.

## **12. Contact**

For questions related to Market participation, contact the Market Clerk at [farmersmarket@prescott.ca](mailto:farmersmarket@prescott.ca).