



Vendor Application Guide

Are you interested in being a vendor at the Prescott Farmers' and Crafters' Market? Apply now for the 2025 season! Visit here to complete the [online application form](#).

1. Introduction

The Prescott Farmers' & Crafters' Market is a Town of Prescott initiative designed to celebrate local agriculture, craftsmanship, and community spirit. Located in the Downtown Prescott RiverWalk District at the Prescott Pop-Ups, the Market supports Prescott's Economic Development priorities by promoting local products, attracting visitors, and fostering connections between producers and consumers. By providing a vibrant platform for vendors to showcase high-quality goods, the Market stimulates public interest in agriculture and crafts, encourages collaboration, and strengthens our community. With a mission to market local farm and craft products, the Farmers' Market enhances Prescott's reputation as a destination for fresh, local, and unique offerings. This market is governed by The Corporation of the Town of Prescott Farmers' and Crafters' Market By-Law #31-2021, which sets out the rules and regulations for operation, ensuring that the Market remains a safe, effective, and welcoming environment for all participants.

2. Vendor Categories & Eligibility

The Prescott Farmers' & Crafters' Market features a diverse range of vendors offering high-quality, locally sourced products that reflect the unique character and community spirit of Prescott. Vendors are selected based on their ability to complement the Market's mission and contribute to a vibrant and engaging shopping experience for visitors.

Vendor categories include, but are not limited to, local farm-fresh produce, baked goods, artisanal foods, handmade crafts, and fine art. Priority is given to vendors who produce or craft their goods locally and maintain high standards of quality. Preference will also be given to vendors who bring unique offerings that diversify the Market's product mix and enhance the overall experience for customers.

Applications will be assessed on their alignment with the Market's objectives, including stimulating interest in agriculture and crafts, supporting local producers, and offering products that meet customer demand. The Market encourages vendors to work collaboratively and share knowledge to foster a co-operative and supportive environment.

Vendors must adhere to the guidelines outlined in this handbook, including maintaining a professional booth, complying with health and safety standards, and ensuring their products meet quality expectations. Limited vendor spaces are available, and duplicate or overly similar products may be restricted to ensure a diverse range of offerings at the Market.

The Prescott Farmers' & Crafters' Market seeks to create a space where local entrepreneurs can thrive while promoting a stronger connection between producers and consumers.

3. Products

The Prescott Farmers' & Crafters' Market offers a curated selection of goods that reflect the high quality and local character of the community. Products available for sale include fresh produce, dairy, grains, and handcrafted items, all subject to 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 for visitors.

Vendors offering fresh produce are particularly important to the Market's mission, with a preference given to those who sell directly from grower to consumer, maintaining a true farm-to-table experience. Citrus fruits, bananas, and other produce grown outside Ontario are not permitted, reinforcing the Market's focus on supporting local agriculture.

Prepared and processed food items, including those served hot or reheated on-site, are welcome at the Market. However, the number of handheld food vendors is limited to 20% of the total vendor licenses to maintain a balanced vendor mix. Alcoholic beverages, including locally crafted beer, wine, and spirits, may also be sold, provided vendors comply with provincial regulations and health guidelines.

In addition to regular market offerings, the Town of Prescott may authorize expanded sales opportunities, such as antiques, collectibles, and community yard sales, to diversify the Market experience on special occasions.

Vendors must submit a detailed list of products, services, planned hours of operation, and any other relevant business details to the Town as requested. Any changes to products/services, operating hours, or other business details must be communicated to and approved by the Market Clerk.

The Prescott Farmers' & Crafters' Market is proud to showcase a wide range of high-quality, locally sourced products while fostering a direct connection between producers and consumers. The Prescott Farmers' and Crafters' Market is a retail market. It is the intent that prices charged should be at fair market value.

4. Product Quality

Maintaining exceptional product quality is a cornerstone of the Prescott Farmers' & Crafters' Market. All items offered for sale must reflect high standards within their respective fields. The Town of Prescott, through the Market Clerk, reserves the right to determine whether products meet these

expectations. As part of the application process, products will be reviewed, and ongoing evaluations will occur during the Market's operating days to ensure compliance with quality standards.

Vendors whose products are deemed ineligible at any time may lose their right to participate in the Market. Decisions made by the Market Clerk are final.

Perishable goods, such as fresh farm products and baked goods, must be handled and packaged in compliance with the regulations set by the Leeds, Grenville & Lanark District Health Unit. To preserve the integrity of the Market, resale of commercially pre-packaged or purchased goods is strictly prohibited. Vendors are encouraged to showcase fresh, locally made, and high-quality items that align with the Market's mission.

The on-site Market Clerk has the authority to request the removal of any product that does not meet quality standards or is considered offensive (e.g., inappropriate or unsuitable merchandise). Additionally, any vendor found selling contaminated food or produce will be immediately suspended from the Market until they receive clearance from the Health Unit and the Town of Prescott.

At the Prescott Farmers' & Crafters' Market, every effort is made to ensure that visitors enjoy access to premium, safe, and locally produced goods that reflect the community's values.

5. Live Animals & Pets

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

Vendors at the Prescott Farmers' and Crafters' Market are welcome to bring their pets, provided they comply with municipal bylaws and the market's policies regarding animals on-site. All pets, including those belonging to visitors and customers, must remain on a leash at all times, in accordance with Municipal By-Law 05-2021.

Vendors must ensure that their pets are well-behaved, leashed, and do not interfere with market operations, customer interactions, or the overall market atmosphere. Pets exhibiting aggressive behavior, excessive barking, or any signs of disruption will be asked to leave the market immediately.

Vendors are responsible for maintaining cleanliness in their designated space, promptly cleaning up after their pets and ensuring that their presence does not detract from the professionalism and safety of the market.

If there are concerns regarding any pets on-site, vendors should inform the Market Clerk or other on-site staff.

6. 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

7. Market Administration

The Market Clerk(s) are designated by the Town of Prescott and contracted to oversee various duties at the Farmers' & Crafters' Market. These duties include assigning reserved spaces, collecting daily market fees, and ensuring that the collected fees are promptly paid to the Town of Prescott Treasurer. The Market Clerk(s) are also responsible for maintaining order throughout the Market.

Decisions made by the Market Clerk(s) on Market days are final. In matters related to the interpretation and application of the rules and regulations outlined within this document, the Town of Prescott Clerk, in collaboration with Town staff, will serve as the final authority.

8. Season

The Prescott Farmers' & Crafters' Market operates from the RiverWalk Promenade, located on Edward Street between King Street and Water Street. The Market is held every Saturday from 9:00 AM to 2:00 PM. 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.

9. Adverse Weather Conditions

The Prescott Farmers' & Crafters' Market may be temporarily closed due to extreme weather conditions that pose risks to public safety or the integrity of the event space. Extreme weather conditions include, but are not limited to:

- Sustained high winds exceeding 60 km/h or greater
- Severe thunderstorms involving lightning, heavy rain, or hail
- Extreme heat with temperatures above 40°C
- Localized flooding impacting accessibility or safety
- Tornado warnings or similar severe wind advisories
- Air quality alerts resulting from wildfires or other pollutants

The Market Clerk has sole authority to cancel or close the Market based on these conditions. The decision will prioritize the safety of vendors, customers, and staff.

10. Location/Facilities

The Prescott Farmers' & Crafters' Market is primarily located at the RiverWalk Promenade on Edward Street, between King Street and Water Street in Prescott, ON. This scenic location offers easy access to the Prescott Waterfront Trail, which spans 2 km, as well as the Highway 2 corridor, making it ideal for walking, cycling, and day trips. The proximity to the St. Lawrence River enhances the appeal of the Market and provides a picturesque setting that supports a variety of local vendors and products.

From time to time, the Market may relocate for special events and activations, and the location is subject to change.

11. Market Fees

Market Fees	
Tent Vendor (10'x10')	
TERM	RATE
Seasonal	\$175
10 Market Package (Pre-Paid Only)	\$115
Daily Vendor Fee	\$15
Mobile Food Vendor	
TERM	RATE
Daily	\$75

Fees are Waived for Not-for-Profit Vendors, limited spaces available

12. Fee Payment

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 can be made in the following ways:

- Cash or Square to the Market Clerk on-site.
- At the Prescott Museum & Visitor Centre (202 King Street West, Wednesday-Saturday, 11:00 am to 5:00 pm).
- Via e-transfer to accountsreceivable@prescott.ca, with the memo "Market Fee - Vendor Name."

Please ensure payment is made in a timely manner to secure your participation in the market.

13. Insurance Requirement

Upon approval to operate at the Prescott Farmers' and Crafters' Market, vendors are required to provide proof of \$2 million liability insurance. Vendors must submit a valid copy of their Insurance Certificate to the Market Clerk prior to attending their first market. The Town of Prescott can provide regular Vendor Insurance coverage, at their discretion, for \$5 per market. Exclusions may apply to certain activities or products, and vendors are encouraged to confirm coverage with the Town before participating.

Additionally, any vendor handling food or operating a food truck must have all necessary permits and inspections, including a Town of Prescott Permit, Health Department approval, Fire Suppression and Propane Inspections, and TSSA and ESA stickers.

14. Assignment of Vendor Spaces

There are no "reserved spaces" at the Prescott Farmers' and Crafters' Market. The assignment of Market stalls will be coordinated by the Market Clerk(s) in a fair and reasonable manner. The Market Clerk(s) will organize the stall layout based on vendor participation, which must be confirmed at least 24 hours prior to each Market day. Vendors are responsible for notifying the Market Clerk of their attendance each day. If a vendor does not communicate their attendance within 24 hours prior to the Market opening, or is not set up in their assigned stall at least 30 minutes before the Market opens, the Market Clerk has the discretion to reassign the stall to an alternate vendor.

Vendors leaving the Market before closing time may be reassigned to the "overflow area" or removed from the Market if such incidents occur repeatedly, at the discretion of the Market Clerk. Upon payment of the prescribed daily fee, a Market space will be assigned to vendors on a "first come, first served" basis. The goal is to create a Market layout that complements all vendors and the Market as a whole, which is why vendor tents must not exceed 10 feet by 10 feet in size.

Vendors are required to provide and set up their own displays and tents. The Town of Prescott does not provide on-site storage for tents or display materials. Each Market space consists of approximately 10 feet by 10 feet, at the discretion of the Market Clerk, and no more than two Market spaces will be assigned to any one vendor. Vendor stalls are not permitted outside of the defined Market area.

The Town of Prescott is not responsible for providing storage space for vendors.

15. Vendor Responsibilities

Vendors are responsible for obtaining and maintaining any necessary licenses, permits, inspections, and insurance for their display and sale of products. Food vendors are required to complete and submit a [Vendor Compliance Checklist](#) to the Leeds, Grenville & Lanark District Health Unit and must adhere to the Food Safety Guidelines for Farmers' Markets. Vendors must comply with all municipal regulations and licensing requirements, as well as the guidelines outlined in the Prescott Farmers' and Crafters' Market Vendors Handbook of Rules and Regulations.

Vendors must supply their own canopy tent to participate in the Prescott Farmers' and Crafters' Market.

Upon acceptance of their application, the vendor will be allocated space for Market days from May to October. Vendor application forms can be obtained through the Town of Prescott website. Vendors must be transparent about all items they intend to sell. If new products are added to the inventory, vendors are responsible for notifying the Town of Prescott and ensuring the application is amended and approved.

Vendors are required to follow proper sanitary procedures. Limited power is available for Vendor Use, with advance approval by the Market Clerk. For vendors requiring power at their booths, they must provide their own outdoor-rated three-prong CSA-approved extension cords (indoor cords are not permitted). The Market Clerk(s) will ensure all extension cords are in good condition before allowing connection to the Town of Prescott's electrical outlets.

16. Marketing & Promotions

The Town of Prescott will handle traditional marketing efforts for the Market, including radio, digital, and print media campaigns, along with on-site and directional signage in high-traffic areas. Vendors are encouraged to explore additional marketing avenues aligned with the Market's guidelines and values.

Vendors will be required to promote Prescott as a visitor destination by displaying tourism materials and supporting the community's efforts to attract consumers to the Market. Vendors are also encouraged to actively engage on social media, sharing posts from the Town's official channels and using the following handles and hashtags: @ExplorePrescottON, @PrescottONMarket, #ExplorePrescottON, and #PrescottONMarket.

Vendors may display signage in front of their booths but are prohibited from placing signage elsewhere on the Market site or off-site, and may not place any signage on site for a business not represented on their Market application.

a. Ontario by Bike Program

Although the Prescott Farmers' and Crafters' Market is not an accredited Bike-Friendly Business, it is located within the RiverWalk District, a designated Bike-Friendly Business Area. Vendors are encouraged to support cycling and active tourism by familiarizing themselves with the nearby Bike Repair Station (located near the Rotary Pavilion to the southeast of the Market) and other local cycling information. Vendors can help promote bike-friendly tourism by supporting this initiative.

b. Special Promotions

Throughout the season, special promotions may be organized by the Prescott Farmers' and Crafters' Market, individual vendors, or in partnership with organizations such as the Downtown Prescott BIA. These promotions can include events like passport programs, themed days, raffles, and other activities. Vendors are strongly encouraged to participate in these promotions and contribute to efforts, such as donating items for vendor-item raffle baskets, to help enhance the market experience for visitors.

17. Garbage & Waste Water

Vendors are responsible for managing their own garbage collection and cleaning within their designated market space. All waste generated must be disposed of in the garbage receptacles located at the north and south ends of the RiverWalk Promenade. These receptacles are primarily for customers, so please limit their use. Food vendors are also responsible for handling grey water and any additional waste produced by their operations. The disposal of greywater in adjacent storm drains, waterways, parks or greenspaces is prohibited at all times.

Vendors shall keep their Market Space in a clean and orderly state during occupation of the space, and upon leaving, shall remove all refuse and litter. Town of Prescott garbage containers shall not be used for disposal of any vegetables or fruit.

18. Washrooms

Vendors will have access to the Sandra S. Lawn Harbour washrooms during regular operating hours found at www.prescott.ca.

19. Parking

The site is adjacent to a parking area with free parking. Vendors are required to park all vehicles in the designated parking lot located on Water Streets. No vehicles are to be driven on the RiverWalk Promenade between 7 am and 3 pm on Saturdays.

20. Representation

Vendors at the Prescott Farmers' and Crafters' Market are expected to serve as goodwill ambassadors when interacting with the public. This includes all forms of communication, such as verbal, written, video, and digital interactions, including social media and websites. Vendors are encouraged to actively participate in community marketing initiatives, such as the Prescott Proud Dollars program, and display any provided promotional materials.

21. Vendor Conduct/Feedback

Vendors at the Prescott Farmers' and Crafters' Market are expected to maintain professionalism and respect at all times, complying with all laws and market policies, and must wear shirts and shoes at all times. Harassment, discrimination, disruptive behavior, offensive language, and the possession, use, or sale of illegal drugs or alcohol (outside of licensed areas) are strictly prohibited. Smoking and vaping are also not permitted on-site. Vendors must ensure the safety and security of their booth setup, following all guidelines for setup, operation, and teardown. Non-compliance with these standards may lead to the termination of your Market Permit.

All vendor sales activities should be conducted professionally, avoiding aggressive sales tactics. Products must remain within the approved booth area and are not to be sold or displayed outside of the designated space.

Vendors are encouraged to be community ambassadors, promoting market amenities and materials to visitors. They should speak positively about the overall market experience and collaborate with fellow vendors. For general inquiries, concerns, or feedback, vendors should contact the Market Clerk directly. Time-sensitive site-related concerns should be addressed to on-site staff.

22. Emergency Protocol

Vendors at the Prescott Farmers' and Crafters' Market must be prepared to respond quickly and appropriately in emergencies, including medical incidents, fires, severe weather, or public safety concerns. In all situations, vendors should call 911 if needed and immediately notify the Market Clerk or on-site staff. On-site staff will coordinate with additional departments as required. Vendors should secure their booth setups, follow instructions from on-site staff and emergency personnel, and report any safety issues right away. Cooperation and clear communication are vital to ensuring the safety of all attendees.

If an emergency occurs outside of regular hours or when on-site staff is unavailable, vendors should call the Town's after-hours number at 1-855-229-5764.

23. Downtown Prescott BIA Associate Membership

The Prescott Farmers' and Crafters' Market is an Associate Member of the Downtown Prescott BIA. This membership allows the Market to participate in BIA promotions and helps strengthen the Market's connections within the downtown core. As a member, the Market supports the Downtown Prescott BIA's mission to promote the area as a vibrant visitor destination. Vendors at the Market are encouraged to actively promote the downtown and its businesses, contributing to the overall efforts to enhance the community's appeal.

24. Grievances & Concerns

If a vendor believes their rights as a member of the Prescott Farmers' and Crafters' Market have been violated, or if they feel that another vendor or individual has acted outside of their authority in a way that harms the Market as a whole, the following steps should be taken. The concern should be documented in writing and should clearly and specifically describe the issue. This should include the name(s) of the person(s) involved, a description of any attempts made to resolve the matter (if appropriate), and at least two proposed courses of action that would satisfy the writer. These actions could include, but are not limited to:

- Mediation between the involved parties.
- Forming a committee to hear all sides of the issue and recommend action to the full committee.
- Determining that the issue does not require formal resolution and should be handled through other channels.

Copies of this written concern should be sent to the Town of Prescott staff and to all parties involved in the matter. The correspondence must be signed.

The Town of Prescott holds the final authority in determining the outcome(s) of any concerns raised.

If any person contravenes any section of this document or its policies, they will be initially advised by the Market Clerk. If the issue is not resolved to the satisfaction of the Town of Prescott, the individual will be removed from the Market, along with their goods or activities.

For any subsequent contravention, the individual will be considered guilty of an offense. Upon conviction, they may be subject to a fine of up to \$1,000, as outlined in the Provincial Offenses Act (RSO 1990, Chapter P33, as amended).

25. Municipal Liability and Indemnification

The Vendor agrees to indemnify the Town from any and all claims, damages, suits, actions, or causes of action arising from or related to the Vendor's obligations under this Agreement. Regardless of any other provisions in this Agreement or any arrangements between the parties, the Vendor will, at their own expense, indemnify the Town for all costs, including legal fees, that may arise directly or indirectly from the Vendor's activities or operations under this Agreement.

26. Default/Termination

Vendors deemed to be in default of the Vendor Guide may be subject to penalties up to and including termination of their Market License.

27. Severability

If any provision of this Agreement or portion thereof or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement and its application to any person or circumstances shall not be affected.

28. Governing Law

This Agreement shall be interpreted and governed by the laws of the Province of Ontario.

29. Vendor Selection Process

Anyone wishing to participate as a vendor at the Prescott Farmers' and Crafters' Market must complete and submit the Prescott Farmers' and Crafters' Market application. Vendors intending to sell food items must also complete and submit a Vendor Compliance Checklist to the Health Unit.

30. Agreement Schedules (OFFICE USE ONLY)

The following schedule(s) are to be completed and attached to form part of the Rental Agreement:

Schedule "A" – Rental Details/Terms

SCHEDULE A

VENDOR DETAILS/TERMS		
1. VENDOR	Business Name (if applicable):	
	Contact Name/Title:	
	Phone:	
	Email:	
2. VENDOR Terms	Vendor Type:	
	Term:	
	Rate:	\$