



Farmers' Market



2025 Vendors' Handbook

General Information, Rules & Regulations

Market Dates and Hours of Operation

Every Tuesday, 9:00 am to 2:00 pm - June 10th to October 7th, 2025

Location

North West corner of the Chestnut Hill Developments Recreation Complex parking lot, 1867 Valley Farm Road.

Parking

Parking of vendor vehicles will be accommodated on the market site. One standard parking space will be allocated per vendor and made available weekly. Vendors will not be allowed to park behind their booth. Farmers are exempt from this as they have oversized vehicles, due to the volume of product they require on site. If you or your staff are bringing additional vehicles, they must park at the back of the Chestnut Hill Developments Recreation Complex in the Arena area. This is to ensure we have adequate parking for patrons to the market and the Recreation Complex.

Applications

Vendor Applications can be found online at pickering.ca/farmersmarket, and can be printed for manual completion.

At least 51% of market vendors will be those who are farmers or producers. For the purposes of this market, 'local food' is defined as food grown within Ontario.

The City will seek to provide a balanced cross section of products across all categories when considering approval of applications.

Every vendor must be able to provide proof of their Commercial General Liability (CGL) insurance, which includes Products - Completed Operations for no less than \$2 million per occurrence, naming the City of Pickering as "An Additional Insured". As well provide proof of their auto insurance for no less than \$2 million in auto liability coverage for their vehicle (owned, leased and/or non-owned) in which they use at the market.

Food Vendors

1. In order to be a vendor, you must make it, bake it or grow it to sell at the market.
2. All vendors of primary agricultural products must declare that all their products are grown on their farm and are therefore produced within the Province of Ontario. Limited amounts of resale are permitted at the discretion of the City of Pickering.
3. All Food Vendors are required to provide proof of a "[Farmers' Market Notification for Food Vendors](#)" form from the Durham Region Health Department.

Non-Food Vendors

Space is limited for non-food vendors. No resale of artisan or craft items is permitted.

Ontario VQA Wine Vendors

VQA Wine vendors must be authorized by and adhere to the rules and regulations set out by the Alcohol and Gaming Commission of Ontario for sale and sampling of wine products at a farmers' market.

Vendor Sales Space

Each vendor space is the size of one standard parking spot (approx. 10' x 10' in size). Vendors will be given two standard parking spots per sales space (one for booth and one for vehicle parking) Any oversize vehicle or trailer that does not fit within the allocated standard parking spot will be required to park at the back of the Recreation Complex weekly in the Arena area. Vendors may rent additional sales spaces.

Vendors are prohibited to sub-let, or rent their sales space. Vendors will have access to their space starting two hours prior to market opening. All vendors must be on site no later than 8:30 am each market day and may not leave the market prior to the closure of the market at 2:00 pm.

Hydro

There is no access to hydro. Vendors who require hydro are able to provide their own generator, but must advise the City of the type, and predetermine a location for the generator prior to bringing it on site at the market.

Fees

Full Season fee for a 10'x10' sales space is **\$425.00** (HST included). Fees are non-refundable.

Payments are due in full once the vendor has been notified of their acceptance to the market. Vendors will receive a link to pay online.

Arrangements for payments should be made with the Kristy Gagen, Coordinator, Environmental Engagement, One The Esplanade, Pickering, ON L1V 6K7 905.420.4660, ext. 2043 or kgagen@pickering.ca.

Vendor Responsibilities

Vendor Permit Insurance and HST is the responsibility of the exhibitor.

The City will not be held liable for any loss to the Vendor due to theft, water damage, fire or any other damage incurred to the vendor's products or belongings while in attendance at the Pickering City Centre Farmers' Market. No refunds will be issued for missed days at the market.

Vendors are encouraged to be sustainable. For example, distribute paper or biodegradable bags, avoid styrofoam takeout containers and plastic cutlery. This will reduce the amount of waste generated both at the market and when customers get home.

Cancellation Due to Weather

This is an outdoor market that will continue to run under rain events.

Thunder, lightning or extreme wind events will constitute the immediate shut down of the market. No refunds or partial refunds will be provided on days cancelled due to inclement weather.