



The Asphodel-Norwood (AN) Market aims to bring together local producers and offer consumers a convenient one-stop shop for locally grown and made products. By doing so, we support and promote agricultural and small business growth within the Township of Asphodel-Norwood.

Vendor Rules and Regulations

Product Requirements:

All products must be homemade, handcrafted, or home-grown within a 100 km radius of the Township of Asphodel-Norwood. Preference will be given to those products homemade, handcrafted or home-grown in the Township. Vendors are required to sell only items they have made, baked, grown, or raised.

Weather Conditions:

The AN Market operates in all weather conditions, including rain, snow, or shine. In cases of extreme weather (e.g., severe lightning, tornado), vendors will be notified, and the market may be closed.

Food Product Regulations:

All food items must be prepared in inspected kitchens and adhere to food safety guidelines set by Lakelands Public Health. Vendors must provide certification from the appropriate governing body relevant to their products. For example, producers of maple syrup and honey must be certified by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). For more information, please visit: <https://www.lakelandsph.ca>

Approved Items:

Vendors may only sell items listed in their vendor application. Any changes or additions to product lines must be approved by the Market Manager in advance.

Product Variety and Competition:

The market maintains records to ensure a balanced variety of offerings. While exclusivity is not guaranteed, product competition is managed through strategic placement. Our goal is a vendor mix of 30% agriculture, 25% baking, 25% crafts, and 20% other categories. We aim to grow and adapt to the market as needed.



Stall Attendance and Payments:

Vendors are responsible for managing their assigned stalls. Please note the following policies regarding cancellations and no-shows:

- **Cancellations:** Cancellations with notice within 5 or more days prior to market event are eligible for refunds.
- **No-Show Policy:** Vendors failing to show on the event date will be charged a \$20 fee. If a vendor has more than one “no show” during the market season the vendor will be removed from all future market dates that season.
- **Refunds:** No refunds will be issued for cancellations less than 5 days prior to market event date or “no shows”.

Stall Assignment:

Vendors cannot loan, sublease, or share their stalls, without pre-approval by Market Manager minimally one week before market event date. Only one family business may operate per stall.

Vendor Location:

The AN Market Manager reserves the right to change vendor locations within the market at any time.

Age Requirements:

All booths must be operated by someone 18 years or older. Vendors under 18 must have registration forms signed by a parent or guardian and be accompanied by a parent or guardian at each market.

Prohibited Activities:

Smoking & Vaping are prohibited within coned market boundaries.



Stall Specifications:

- The stalls are 10 ft. x 10 ft.
- Vendors are responsible for provide their own tent and table(s).
- Tents must be weighed down with a minimum of 25 pounds per leg.
- Tents must be made of flame-resistant material with no side walls or seating available to the public inside the tent area.
- Products, signs, or stands cannot extend beyond the 10x10 space.
- Vendors are responsible for any damage occurring at or around their stall and its contents.

Saturday Morning Markets: (May 16th /June 20th /Aug 1st/Sept 5th)

Setup and Teardown:

- Barricades are in place from 8:00 AM to 12:15 PM.
- Setup starts at 7:00 AM.
- No vehicles may enter or exit the barricaded area before 7:00 AM or after 12:15 PM. Late vendors will be required to park outside the barricaded area and transport their materials into the market area.

Operational Hours:

- Vendors must be set up and ready by 7:45 AM.
- Public sales are from 8:00 AM to 12:00 PM.
- Vendor-to-vendor sales are allowed at any time.
- Concession vendors may sell to other vendors between 7:30 AM and 11:30 AM.

Exit Procedure:

- 8:00 AM: Market opens.
- 12:00 PM: Market closes.
- 12:15 PM: Vehicles may enter/exit.
- If a vendor sells out early, please see below "Sold out procedure".



Pilot Evening Market: (Thursday, Sept 24th from 3 pm- 7 pm)

Set up and Teardown: Evening Market

- Barricades are in place from 3:00 PM to 7:00 PM.
- Setup starts at 2:00 PM
- No vehicles may enter or exit the barricaded area before 2:00 PM or after 7:15 PM.
- Late vendors will be required to park outside the barricaded area and transport their materials into the market area.

Operational Hours: Evening Market

- Vendors must be set up and ready by 2:45 PM.
- Public sales are from 3:00 PM to 7:00 PM.
- Vendor-to-vendor sales are allowed at any time.
- Concession vendors may sell to other vendors between 2:30 PM and 6:30 PM.

Exit Procedure:

- 3:00 PM: Market opens.
- 7:00 PM: Market closes.
- 7:15 PM: Vehicles may enter/exit.
- If a vendor sells out early, please see below "Sold Out procedure".

Sold Out Procedure:

- Sold-out vendors **must** display a "sold out" sign and **remain set up until 12:00 PM. (Morning markets) or 7 PM (Night market)**
- Vendors may not pack up or leave early and cannot drive out until, morning markets 12:15 PM, evening market 7:15 PM

Power and Generators:

Power is not available. If using a generator, an inverter is required to minimize noise, and all cables must be taped down.



Clean-Up and Garbage:

- Vendors must clean up their stalls and remove their garbage.
- Garbage cans provided are for customer use only.
- Vendors must supply garbage containers for customer use if offering samples.

Liability Insurance:

Vendors are required to carry liability insurance for a minimum of \$1 million. Vendor insurance may be purchased through a variety of means, one suggested company is Duuo, www.duuo.ca

Code of Conduct/Vendor Conflict Resolution Process:

All vendors are expected to show respect toward the Market Manager or their designate, all volunteer members including Township of Asphodel-Norwood staff and committee members, fellow vendors, and customers. Any issues, concerns, or grievances should be directed to the Market Manager or their designate, who will strive to resolve the matter. If the Market Manager or designate is unable to resolve the issue, the vendor will be asked to submit a detailed complaint letter to the Township of Asphodel-Norwood Business Advisory Committee (BAC). The BAC will have the authority to make the final decision regarding the grievance and any associated penalties for non-compliance. Vendors must review and sign this Vendor Code of Conduct and Vendor Resolution Process document and submit it with their vendor application fees.

Non-Profit Organizations:

- One free stall per market season is available for non-profit organizations.
- Only one free non-profit stall is allowed per market.
- Non-profits may apply and pay for additional stalls as concessions.

Compliance:

- Failure to comply with rules may result in:
 - A written warning
 - A \$50 fine
 - Cancellation of stall and removal from the market
 - No refunds will be provided for lost stall(s).



The Township of Asphodel-Norwood reserves the right to change, interpret, and enforce these rules as necessary.

Stall Rates

Seasonal Full Stall (10ft x 10ft)

\$80.00 – 4 morning markets within the 2026 season

Due by end of day May 1, 2026. Seasonal vendors receive stall preference based on payment order. No refunds for cancellations or weather-related market closures.

Weekly Stall (10ft x 10ft)

\$25.00 – If paying by individual morning market date

Reservations accepted until 7:45 AM on morning market day/ 2:45 PM for evening market date. Please review cancellation/refund policy.

Pilot Evening Market – Thursday, September 24th from 3:00 PM – 7:00 PM

\$20.00

Reservations accepted until 2:45 PM. Please review cancellation/refund policy.

Schedule

Morning Market Dates: Saturdays May 16th/ June 20th/ August 1st and September 5th

Time: 8:00 AM - 12:00 PM

Evening Market Date: Thursday, September 24th

Time: 3:00 PM – 7:00 PM



I have read and understand the Asphodel-Norwood Market Rules and Regulations. I agree to adhere to these guidelines and ensure that any assistants involved with my business also comply. I acknowledge that failure to follow these rules may result in the suspension or revocation of my application. I accept that the Township of Asphodel-Norwood's decision in such matters is final and not subject to appeal.

NAME OF APPLICANT:

SIGNATURE OF APPLICANT:

DATE:

Application Status:

Approved

Denied

**SIGNATURE of Market Manager
or Designate:**

DATE:

NOTES: