



## Ottawa Farmers' Market Association

### *2023 Community Booth Policy*

The Ottawa Farmers' Market (OFM) is a producer-run organization that features over 150 vendors from within 100 km of Ottawa. Providing an opportunity to buy the freshest local products directly from the people who produce them, the Market is also a great place to meet friends, have lunch, enjoy live music, and more.

Community Booths are an important part of building community and creating a vibrant atmosphere at our Markets!

### **Community Booths At The OFM**

We offer a Community Booth for local registered non-profit organizations and community groups who would like to provide information to the public about their work and raise funds.

There is no fee to have a Community Booth.

The OFM strives to offer the highest quality local products, and we expect the same level of effort from Community Booth organizations. We reserve the right to refuse any Community Booths.

**We have one Community Booth spot available per week at each of our four market locations:**

- Lansdowne (Sundays, year-round)
- Westboro (Saturdays, May to Oct.)
- Orléans (Thursdays, May to Oct.)
- Barrhaven (Sundays, May to Oct.)

**Types of activities that Community Booths may choose to do (with Market approval) include:**

- Raising Awareness
- Donations
- Fundraising Product Sales
- Contests
- Demonstrations
- Interactive Activities
- Popup Sport Turfs
- And more!

**Applying to have a Community Booth at the OFM:**

1. Submit a Community Booth Application online: [ottawafarmersmarket.ca/community-booth](https://ottawafarmersmarket.ca/community-booth)
2. A Market staff member will email you to confirm if your organization is a good fit for the Market and schedule your first Community Booth.
3. Organizations may be contacted prior to the beginning of each Market season to schedule dates, time slots, and Market locations.
4. Community Booths may also be contacted during each Market season to fill cancellations or other open bookings.



## Liability

The OFM is not liable for any injury, theft, or damage to either the Community Booth personnel or their property arising out of or pertaining to preparation for or participation in the Market; whether such injury, theft, or damage occurred prior, during, or after the Market, the Community Booth personnel agree to indemnify and hold the OFM harmless for and against any claims for such injury, theft, or damage. All personal property must be kept with the Community Booth personnel at all times.

## Community Booth Rules

### Market Conduct:

- Community Booth personnel are responsible for adhering to all Federal, Provincial, and City regulations and laws
- Treat all patrons, vendors, staff, volunteers, and others with courtesy and respect
- Inappropriate behavior and profanity are not permitted
- The Market has zero tolerance for violence, harassment, or discrimination
- Smoking and consuming alcoholic beverages are not permitted within the Market footprint
- Appropriate dress (neat and clean) is expected
- Stay home if you are feeling unwell or experiencing any symptoms of COVID-19

### Scheduling:

- Give at least 24 hours notice if you need to cancel - repeated last-minute cancellations may result in future bookings being revoked
- The Community Booth must be staffed by the organization for the entire duration of the Market
- Check in with Market staff at the Info Booth upon your arrival
- If you need a 5-10 minute break during the day, you may ask a Market staff member to mind your Community Booth for you
- Pack up efficiently at the end of the day

### Setup and Takedown:

- If you need to unload materials directly from your vehicle into the Market footprint, please do so quickly and move your vehicle off-site by 15 minutes prior to the Market opening time
- The Market will provide chairs, a table, and a tent - you must bring any other needed materials
- Community Booth personnel and materials must stay within the 10ftx10ft space designated by the Market
- Do not begin packing up until the Market has closed
- Leave the Community Booth area in the same condition as you found it



### Activities:

- Approval is required for any activities run out of a community booth including contests, demonstrations, and more
- Your organization is responsible for obtaining any permits or licenses required by the City to carry out such activities
- Do not solicit Market Patrons outside of the designated 10ftx10ft Community Booth space
- No political activities are permitted as the Market is non-partisan; the Community Booth cannot be used to engage in political action during an official campaign period

### Fundraising & Sales:

- Do not sell any products unless approved by Market staff
- Any products to be offered for sale cannot not be in competition with Market Vendors
- A donation basket and/or device can be placed in one area within your Community Booth

## Community Booth Guidelines

### Engaging with Market Patrons:

- Keep the OFM Market Patron in mind - if the information and activities at your Community Booth are relevant to them, you are more likely to be successful!

### Promotions:

- We encourage you to use the Market graphics provided by the OFM on social media to let folks know you are coming!
- Use signage, business cards, pamphlets, etc. to encourage people to follow your cause

### Lansdowne Market:

- Please use the underground parking that is available for a fee - parking is not permitted around the Aberdeen Pavilion
- If your booth is inside the Aberdeen Pavilion, bring warm clothing as it can still get chilly
- A power source can be provided for special activities

### Westboro, Orléans, and Barrhaven Markets:

- Parking is available for free in surrounding streets and parking lots
- No power sources are available

**THANK YOU!**

**You are contributing to a more vibrant local food system and community!**

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