

# MILTON FARMERS' MARKET

## 2023 CHARITY / FUNDRAISING / NON-PROFIT ORGANIZATION GUIDELINES AND APPLICATION

Welcome and thank you for your interest in the Milton Farmers' Market!

The Milton Chamber of Commerce has been hosting the Milton Farmers' Market since 1972. Our focus has always been on locally grown and locally produced products. We also have a tradition of providing free space at the market to a local charity, fundraising, and non-profit organizations.

Please refer to this guide for information on selection criteria, availability, and "what you need to know".

**If interested, please complete the Community Vendor Application (pg. 2) and submit it to the Chamber ASAP.**

### SELECTION CRITERIA

The Milton Chamber staff will use the following criteria when allocating space.

- 100% of proceeds MUST go the charity.
- *Organizations should have some connection to Milton*
- Any Vendor wishing to sell or distribute premade food, must be approved by the market, and must not directly compete with market vendors. After that approval is needed from the Halton Region Board of Health. This provision includes bake sales and similar activities.

### AVAILABILITY

Each Saturday during the Market season there will be dedicated spots available for community organizations.

- Spots are allocated on a first-come, first-served basis.
- Dates requested will be filled based on availability and cannot be guaranteed.
- Due to the high volume of requests, each community vendor is limited to three weeks.
- Vacant vendor spaces may be utilized as additional community spaces. Please advise if you would like to know about same-week opportunities that may arise.

### WHAT YOU NEED TO KNOW

#### The Application Process:

- There is no charge for space for community groups.
- Chamber staff will review each application as it is submitted. If space is available on their requested date and the applicant meets the selection criteria, then a space will be assigned, and the applicant will receive a confirmation email.

#### At the Market:

- The Chamber provides space only. No provision will be made for electrical hook-up. No furniture or other goods will be supplied.
- Displays must be static in nature and fit within the allocated 10-foot space.
- Groups may bring their own 6-foot table and chair(s). Shade structures or umbrellas must fit within your allocated space.
- No group may approach marketgoers with handouts. Marketgoers are welcome to approach your space but must not feel pressured into doing so.
- **You must be set up by 8:00 am and your stall must be occupied throughout the market day until noon.**
- The Market operates "rain or shine."

# MILTON FARMERS' MARKET

## 2023 CHARITY / FUNDRAISING / NON-PROFIT ORGANIZATION

c/o MILTON CHAMBER OF COMMERCE,  
251 Main Street East, Suite 104, Milton ON L9T 1P1  
Tel: 905-878-0581      Email: info@miltonchamber.ca

<b>Organization Name:</b>			
<b>Contact Name:</b>			
<b>Address:</b>			
<b>City/Town:</b>		<b>Postal Code:</b>	
<b>Phone Number:</b>		<b>Fax:</b>	
<b>Contact Email:</b>			
<b>Description of your Application: (Raffle Sales, Sale of Items, Display Items etc.)</b>			
<b>Preferred Dates:</b>			
<b>NOTE: 100% of proceeds MUST go to charity!</b>			

- There is no charge for charity or fundraising groups.
- Vendors are placed on a first come first serve basis.
- Charity/fundraiser vendors will be given a space based on availability and cannot be guaranteed a space if they are full or limited.
- Due to the high volume of requests, each community vendor is limited to three weeks, non-consecutive.
- Vacant vendor spaces may be utilized as additional community spaces. Please advise if you would like to know about same-week opportunities that may arise.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and agree to abide by the Milton Farmers' Market Rules and Guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>Chamber use only:</b></p> <p>Date Received: _____</p> <p>Approved?      Yes      No</p> <p>Approval letter sent:</p> <p>Yes      No</p>	<p><b>Supplementary Documents:</b></p> <p>Halton Region Health Department Approval:</p> <p>Yes                      No                      N/A</p> <p>Sent Milton Farmers' Market Rules and Guidelines</p> <p>Yes      No</p>
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