



**RULES OF OPERATION AT THE
MUNICIPALITY OF PONTIAC'S
2020 COUNTRY FAIR**

Table of contents

Registration:	3
Information and regulations:.....	3
COVID preventive measures	5
Payments and refunds:.....	5

Registration:

We would like to welcome you to the Pontiac Country Fair. We are happy to be collaborating with local producers and artisans. Our goal is to showcase the talents and flavors of local artisans.

Information and regulations:

1. All products must be locally made by you (the vendor). If you are unable to attend, your representatives must be familiar with your products in order to be able to inform customers.
2. NO re-selling of store-bought goods will be allowed.
3. In order to complete the product offer, the vendor can offer up to 10% of products in his/her booth from other locally sourced products, upon approval of the Director of Recreation and Community Life.
4. You must provide a complete list of the products that are offered, and you must follow this list. If you wish to offer more products, they must be approved in advance.
5. Your merchandise MUST be displayed on your table and well stocked (excluding refrigerated or frozen products). Clients will often walk past a booth when they notice that not much is displayed, which in turn limits your sales.
6. You must comply with the Quebec Signage Law. Posters and banners must be in French. You must be able to offer service in French.
7. The Consumer Protection Act and its provisions on the indication of product prices is still mandatory in Quebec public markets. Merchants who do business in this setting must respect it. Therefore prices must be indicated either on or near each item.
8. No exclusivity right will be granted but we reserve the right to limit the number of vendors in the same category so as not to dilute the demand.
9. **For food products, you must have your permits in good standing and provide us with the number on any permit issued by the MAPAQ or the (RACJ) Régie des alcools, des courses et des jeux authorizing the vendor to sell his products on the market premises. For ready-to-eat meals, you must have your hot/cold permit from the MAPAQ. . Please**

send a copy to: sylvestre.elza@municipalitepontiac.ca (*cette phrase n'est pas indiquée dans la version française*)

10. You are responsible for your own waste at all times. Make sure you have the necessary equipment. Park garbage cans are for customers, not merchants.
11. It is forbidden to smoke on the premises for safety, hygiene and health reasons. Out of respect for your neighbours and clients, we ask that you smoke outside the park.
12. You must be present at your booth from opening time (10:00 a.m.) to closing time (4:00 p.m.) on all days described on your lease agreement and for the duration of the fair. We ask that you set up and be ready to sell by 9:45 a.m. (and provide assistance with opening and closing the panels of your tent).
13. If you are unable to attend or provide a replacement, you must advise us as soon as possible by contacting the Recreation and Community Life Department: 819-208-8998.
14. Market Regulations Compliance: You must comply at all times with the rules, instructions, guidelines and other usage recommendations issued by the municipality; after warnings, any failure to comply with the regulations could lead to expulsion from the market without reimbursement.
15. Depending on availability, we will accept merchants at the last minute. However, these reservations must be made no later than 4:00 p.m. on October 2nd.
16. We encourage our vendors to use SQUARE as a method of payment in addition to cash, since there is no ATM on site.
17. The tenant shall not interfere with the normal enjoyment of the premises by other tenants, the public and representatives of the Municipality. Therefore, the tenant and its employees shall refrain from any verbal attacks against persons, any form of intimidation, any rude, disrespectful or undignified language or behaviour, soliciting the public by shouting, standing in the public aisle, questioning or interrupting a customer's conversation with another merchant.
18. All requests must be made in writing by completing and signing this application form. The Municipality reserve the right to deny any rental

application if it deems that the products or services presented are not compatible with the general character and objectives of the market..

19. The Municipality is required to produce a report of its activities including statistics on the economic benefits of the market; because of this, you will be asked to submit your approximate sales figures at the end of the day. Please note that this will be done anonymously and will be kept strictly confidential.

COVID preventive measures: Each vendor is responsible for his station.

1. Have a bottle of disinfectant and ask buyers to sanitize their hands before touching objects.
2. Keep 2 meters between you and the buyers.
3. Wash your hands after each client.
4. Disinfect your work surface regularly (wipes).
5. When selling food, the customer must not touch the condiments and utensils, the vendor must ensure this service.

**Note that the Municipality will provide increased monitoring to ensure compliance with preventive measures. Anyone who does not respect the measures will be asked to close their booth.*

Payments and refunds:

- A fee of \$25 per day applies for exhibitors coming from outside the municipality.
- Methods of payment: Cash in full on the morning of your first day of sales. By cheque 10 days before the fair (deadline September 30) payable to Municipality of Pontiac (2020 Pontiac Country Fair) 2024 route 148, Luskville, J0X 2G0
- Rain or shine, no refunds will be given.