WINTER FOOD HUB

Vendor Information & Regulations 2026/27

Introduction

MISSION

The mission of the Komoka Community Market (KCM) and the KCM Winter Food Hub (The Hub) is to bring our community together for the benefit of all. The Hub is an online market, created for the purpose of marketing locally produced agricultural products and craft products, and to improve production, stimulate public interest, and increase consumption of these products. The Hub gives consumers a venue where they can buy verified local, quality goods. Like KCM, The Hub is therefore open strictly to local and bona fide producer-vendors. Vendors who are solely resellers or vendors of non-local goods are not eligible unless given special permission by the KCM Manager.

Because The Hub aims to be a Farmer's Market, according to the Middlesex Health Unit, we strive to maintain over 50% farmer-producers when seasonally feasible. This may mean that non-agricultural vendors have to be on a waiting list at times to maintain the necessary balance. As we grow, we will work to maintain a balance of vendors that offers quality and variety to customers, and success to vendors, so even agricultural vendors may be limited as we get started.

KCM COMMUNITY OF VENDORS

We have been fortunate to have a great group of vendors involved in the KCM and The Hub. It is both exciting and useful to remember that what is good for the market or for one vendor, is good for all of the vendors. We can only benefit from each other's promotion and each other's success, which will draw more customers for the market in general. With this in mind, each vendor is encouraged to promote The Hub and its vendors.

PROMOTION

Our Market Manager will continue to promote the market in a variety of ways. In the interest of making each vendor as successful as possible, and the Market as successful as possible, **vendors are also encouraged to promote The Hub in any way they can**. This may be done online, in local flyers, at local businesses, in community gathering places, and in conversation. **Please**

contact the KCM Manager (komokacommunitymarket@gmail.com) if you require materials (flyers, etc) or assistance with promotion.

Our target areas for advertising are London and communities west of London (Kilworth, Byron, Delaware, Mount Brydges, Strathroy, etc.).

Rules and Regulations

TERMINOLOGY

1) **Agricultural Vendors** refers to vendors selling their own product that is produced on their own farm, or family members' farm. An agricultural vendor may hire employees to sell product for them.
2) **Artisanal Food Vendor** refers to anyone selling a food item prepared/processed for human consumption.
3) **Artisanal Craft Vendor** refers to anyone selling non-food, crafted
4) **KCM Manager** refers to the person(s) in charge of managing the Hub, Dan and Amy Watt, and Lori Perrie. (Contact by email at komokacommunitymarket@gmail.com.)

ALL VENDORS PARTICIPATING IN THE HUB MUST ADHERE TO RULES CONTAINED HEREIN:

OPERATIONS

Using Local Line, a locally owned and operated online platform, we are opening an online storefront where customers can purchase from any of our vendors who have inventory posted. There are many ways for customers to search products (by vendor, by product type, by name, etc.) and many tools to make purchasing easy, with frequent purchases or grocery lists easy to access.

2026/2027 LOCATION, HOURS, & SEASON OF OPERATION

- The Hub will run out of the Komoka United Church for this season at 110 St. Lawrence Ave in Komoka.
- The 2025/26 season will run from Tuesday, October 13, 2026 (online storefront opens) until April 25, 2026 (last pick-up day for customers), or until we have finished .
- Vendor drop off will be from 1-4 PM on Saturdays and 7-9 AM on Sundays

VENDOR FEES AND APPLICATIONS

- There is no upfront fee to participate.
- The Hub keeps 13% of vendor sales to cover operational fees.
- All vendor payments may be made to Komoka Community Market Ltd. by e-transfer to **komokacommunitymarket@gmail.com**.

While we will experience the highs and lows of a new venture, we strongly encourage vendors to participate for the full season, to make the best investment in the future of the Hub. As we have learned well, inconsistency hurts customer confidence and loyalty, not only for the respective vendor, but for the collective. If a vendor would like to discuss operating on a predictable schedule that they could clearly indicate to customers, we would be open to a bi-weekly or monthly arrangement. The vendor would be responsible for managing product availability on their profile for the weeks that they are away.

WHO CAN PARTICIPATE (VENDORS)

As with each season at KCM, we will first inquire with our own (KCM) vendors and give them a chance to register before we consider new vendors.

(Hub vendors who invest effort in the first seasons with us will be given priority consideration in subsequent KCM/Hub seasons.)

RESELLING POLICIES

All vendors are required to sell primarily their own product (grown or otherwise produced by themselves or their own local business). If they would like to sell other products, these must be from a local producer. The vendor must request to resell each/any specific item on the application (or by email if requests made after applying), and each item must be approved individually by the KCM Manager. Also, Agricultural and Artisanal Vendors are required to state THE FARM or BUSINESS that the product came from, as well as the POINT OF ORIGIN at the beginning of their product description on Local Line. For example, a tub of cabbage might have a sign that says, "Berryhill Farm, Watford, Ontario." Other information about the farm/farmer/business/maker is allowed and encouraged.

FOOD SAFETY AND ELIGIBLE PRODUCTS

The KCM/The Hub aims to be a true Farmers' Market, as determined by the definition outlined in the Ontario Food Premises Regulation (O. Reg. 493/17). In order to be allowed the exemptions provided by this classification, the KCM/The Hub abides by certain rules. A Food Premises is responsible for following food safety requirements to reduce the risk of foodborne illness, as outlined in the Ontario Food Premises Regulation (O. Reg. 493/17). "Farmers' Markets Food Vendors" who meet the definition in the Ontario Food Premises Regulation (O. Reg. 493/17) are exempt from the regulation, but must still meet any requirements outlined in the Health Protection and Promotion Act.

The definition of a "Farmers' Market Food Vendor" is as follows*: "Farmers' Market Food Vendor" means the operator of a stall or other food premise that is located at a central location at which a group of persons who operate stalls or other food premises meets to sell or offer for sale to consumers products that include, without being restricted to, farm products, baked goods and preserved foods, and at which the majority of the persons operating the stalls or other food*

premises are producers of farm products who are primarily selling or offering for sale their own products. (O. Reg. 493/17)

The definition of a “Farm Product” is as follows: “Farm Products” means products that are grown, raised, or produced on a farm and intended for use as food and include, without being restricted to, fruits and vegetables, mushrooms, meat and meat products, dairy products, honey products, maple products, fish, grains and seeds and grain and seed products. (O. Reg. 493/17)

Additional Rules for Hub Vendors

1) **Each vendor is required to have any and all appropriate permissions and documentation from respective governing bodies in order to sell their product. The applicant accepts all responsibility for obtaining and uploading current proof of permission/documentation to their Marketspread profile.**
2) Food product descriptions shall contain no misleading information. Product descriptions on Local Line must contain PRODUCER and POINT OF ORIGIN at the beginning of the description.
3) Certification is REQUIRED for all products labeled organic.
4) It is against the law to sell uninspected meats, unpasteurized milk, or ungraded eggs at a farmer’s market.
5) Market food vendors must ensure that the food is manufactured, processed, prepared, stored, handled, and transported to The Hub in a manner that ensures the product is not a health hazard. This is the vendor’s responsibility and Komoka Community Market Ltd. is not liable for the vendor’s failure to do so. Vendors not able to meet this requirement may receive notice from the Middlesex Health & Safety board and may be subject to removal from the online storefront by The Hub Manager.
6) Food vendors must inform Public Health Units in advance of when they plan to begin operating and be sure that they understand their obligations.
7) For prepared food items, products must clearly state the vendor’s name and contents of food package or container.
8) Food vendors will sell ONLY high-quality, properly handled and prepared products. If a product does not meet overall market standards for quality and freshness as determined by the sole discretion of the Market Manager, the right to request that the product be withdrawn from the stall immediately is reserved.

ONTARIO CRAFT BREWERIES, WINERIES, AND CIDERIES

Licensed eligible brewers can apply to the Alcohol and Gaming Commission of Ontario to occasionally extend their on-site stores to sell Ontario beer at farmers' markets. Only brewers whose full brewing process takes place in Ontario and at their own brewery are permitted to sell at farmers' markets. KCM welcomes Ontario Brewers. **Copies of current pertinent documentation from the Alchohol and Gaming Commision of Ontario (AGCO), including licence extensions should be uploaded to the accepted vendor’s profile in Manage my Market.**

INSURANCE

The Komoka Community Market Ltd. holds insurance for KCM and for the Hub that covers itself and its patrons, not for the vendors or their products, as delivered to the Hub. Accepted vendors must hold their own insurance, name Komoka Community Market Ltd. as an additional insured, and be ready to show it whenever requested. A copy of insurance must also be uploaded to managemymarket.com. It is the responsibility of the vendor to hold insurance and to keep a copy of current insurance uploaded to Marketspread. The Hub Manager is not liable for the vendor's failure to do so.

*Please connect with Managers if you have questions surrounding insurance.

INDEMNIFICATION

Vendors shall defend, indemnify and save harmless Komoka Community Market Ltd., Komoka United Church, the KCM Manager, Hub employees, and Hub volunteers from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including consultant and legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the KCM Manager, Hub employees or Hub volunteers, in connection with or in any way related to the this document and use of the Hub space. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Vendor in accordance with this Vendor Agreement and shall survive the termination of this License Agreement.

WEATHER

The Hub will typically will run, on scheduled market days, regardless of weather.

Because The Hub has refrigeration and freezer space, it is possible to store goods until such a time that customer pickup can be arranged.

If the vendor deems it unsafe to deliver goods at their scheduled time, they must contact the KCM Manager immediately. If travel difficulty is widespread for vendors, the KCM Manager may cancel a Hub day, but this would be extremely unlikely.

VENDOR CONTACT INFORMATION

It is the SOLE RESPONSIBILITY of the vendor to maintain up-to-date contact information with the KCM/The Hub, and in their Marketspread Profile.

Email is the preferred method of communication. Please reach the KCM Manager at **komokacommunitymarket@gmail.com**.

ACKNOWLEDGEMENTS

These are the rules and regulations established for the KCM Winter Food Hub for October 2026. There may need to be modifications of these rules and regulations at any time. The Hub Manager shall deal with any items of business not specifically covered by these rules, at his/her discretion. Komoka Community Market Ltd. reserves the right to amend this policy at any time, and reserves the right to cancel, amend, and/or alter The Hub operations during the year of 2025 and 2026, as new updates regarding the COVID-19 pandemic, or any other issue, arise.

*Once you have read and understood these Regulations, please complete and submit the online form on managemymarket.com to proceed with the application.

**If you have any questions about the Regulations, please contact the KCM Manager at komokacommunitymarket@gmail.com.