

MARKET CARTS PROGRAM

Effective March 1, 2001, The City of Toronto's Board of Management, authorized rental rate changes to the Market Carts Program which resulted in the rates set out in the following chart:

	Areas	Special Event Day	Monday – Friday (inside are not available Monday)	Saturday	Sunday
Inside	1	\$60.00	\$20.00	N/A	N/A
	2	\$40.00	\$10.00	\$40.00	N/A
	3	\$20.00	N/A	\$20.00	N/A
Outside	1	\$45.00	\$20.00	\$45.00	\$30.00
	2	\$30.00	\$10.00	\$30.00	\$10.00
Park (seasonal)	3	\$45.00	N/A	\$45.00	N/A
	4	\$30.00	N/A	\$30.00	N/A

*** Add GST to above prices.

In addition to the rental rates, the following changes were also approved:

1. The spaces designed for the Market Carts Program inside and outside are separated into several areas, "Area 1", "Area 2" and "Area 3", to be determined based on the level of exposure to customer traffic and desirability of location.
2. Vendors are now able to rent Market Carts for periods of up to 6 months on Saturdays, provided there is an option in favour of the City for relocation or early termination with 30 days notice. A 15% discount will be offered to vendors who wish to take advantage of the six month rental contract. However, these vendors will be required to pay monthly in advance and submit a security deposit of one month's rent to the City. The deposit will be drawn upon to recover the 15% discount should the vendor not fulfill the 6 month commitment. This discount applies to Saturday rentals only.
3. Market Cart rentals on an occasional basis, such as; day to day or week to week, will be allowed rent depending on availability on the same date the cart is required. We do not provide advance bookings on day to day or week to week requests.
4. Market Cart vendors will be allowed to rent up to 2 carts, provided that the second cart will only be rented if it is available after 9:30 a.m. on the date the second cart is required.
5. In the event of any existing vendors wishing to relocate, they may do so knowing that the assignment of these vacant Market Carts will be based on seniority in the Market, product mix and length of rental agreement desired. Not on a first come, first served basis.

Please read all attached policies and procedures carefully. If you wish to reserve space, please complete the Application Form, sign and date the Rental Cart Agreement and return all documents including receipts of raw materials purchased to create your product and/or proof of duties paid papers. Also attach pictures of your products to the Administration Office of the St. Lawrence Market at 92 Front Street East, Toronto, Ontario M5E 1C4. Your application will be reviewed and our office will contact you within 10 business days to inform you of approval (or not). All samples of the products are to be picked up within a reasonable time (within **10** business days of drop off) or they will be discarded.

Yours truly,

Jorge Carvalho
Supervisor
St. Lawrence Market Complex

POLICIES AND PROCEDURES FOR RENTAL OF ST. LAWRENCE MARKET CARTS

Market Carts Program

City Council's "Vision" for the St. Lawrence Market makes a commitment to "competitively priced, high quality and complementary products". It also calls for a "Market Carts" program on the outside of the North and South Market buildings, to make the market area "more exciting, colourful and lively with people and market activities".

It is intended that shoppers be offered a wide variety of merchandise with the product mix and vendors changing over time, and from Program to Program. Market Management will promote this ongoing variety, adjusting this program and mix if necessary, to achieve this.

Management will also plan periodic special events which may make some or all of the Market Carts unavailable for one or two days &/or one weekend. Vendors will be notified of these events in advance.

The St. Lawrence Market Management reserves the right to determine product mix at all times, and to inspect the products being offered for sale, and restrict the sale of any item it feels is not in keeping with its image, or that results in a direct conflict with a permanent tenant. Four types of products have been identified as being desirable and complementary to existing market activities. Only products which meet one of the criteria below will be accepted:

1. Art (all mediums)

Criteria

Priority will be given to items that are designed and produced by the applicant(s) and are artistic in nature. Proof of raw materials purchased must be attached (e.g. sales receipts). Secondly, items that are ethno-specific and are designed, produced and representative of the country of origin and purchased by the applicant(s) in the country of origin. Proof of duties paid to Canadian government must be attached, (e.g. Customs Declaration/Broker's Receipt). Thirdly, items that are ethno-specific, and are designed, produced and representative of the country of origin and imported by the applicant(s). Proof of duties paid to Canadian government must be attached, (e.g. Air Waybill, B3 Form). Photos of product must be attached to application for our files.

2. Jewellery

Criteria

Priority will be given to items that are designed and produced by the applicant(s). Proof of raw materials purchased must be attached (e.g. sales receipts). Secondly, items that are ethno-specific and are designed, produced and representative of the country of origin and purchased by the applicant(s) in the country of origin. Proof of duties paid to the Canadian Government must be attached, (e.g. Customs Declaration/Broker's Receipt). Thirdly, items that are ethno-specific and are designed, produced and representative of the country of origin and imported by the applicant(s). Proof of duties paid to Canadian Government must be attached, (e.g. Air Waybill, B3 Form). Photos of product must be attached to application for our files.

3. Crafts

Criteria

Items that are hand crafted and of a unique nature, that are not readily available in retail stores. Proof of raw materials purchased must be attached (e.g. sales receipts). Secondly, items that are ethno-specific and are designed, produced and representative of the country of origin and purchased by the applicant(s) in the country of origin. Proof of duties paid to the Canadian Government must be attached, (e.g. Customs Declaration/Broker's Receipt). Thirdly, items that are ethno-specific and are designed, produced and representative of the country of origin and

imported by the applicant(s). Proof of duties paid to Canadian Government must be attached, (e.g. Air Waybill, B3 Form). In accordance with Consumer and Commercial Affairs, any clothing offered for sale must be labelled or tagged indicating material content. Photos of product must be attached to application for our files.

4. **Specialty Products**

Criteria

Unique items generally not found in mass distribution. Products must be in keeping with the image of the Market and product acceptability will be at the sole discretion of the Market Manager. Product sample or photo or catalogue must accompany application for the approval process (Product sample will be returned at end of selection process, please make sure products are labelled with name and phone number). Proof of raw materials purchased must be attached (e.g. sales receipts). Photos of product must be attached to application for our files.

Rental Program

1. Individuals interested in renting a Market Cart must submit a completed Application Form, a duly signed Applicant Agreement Form and photos of the products they wish to sell. Applications are available during business hours, 8:30 a.m. - 4:30 p.m., Tuesday through Friday at the Administration Office of the St. Lawrence Market, 92 Front Street East, Toronto, Ontario, M5E 1C4
2. Completed application forms along with proper documentation and photos will be accepted at the office during business hours or through the mail.
3. The selection process will be undertaken by the City of Toronto at their sole discretion, based on the criteria set out above.
4. To ensure a proper product mix, Management reserves the right to select applications for each product type that will be accepted. If, however, not enough applications are accepted to fill a specific product type, remaining spots may be filled with one of the other eligible product types.
5. Applicants should contact us in person or by telephone to confirm approval. Cart allocations will be assigned by the St. Lawrence Market Administration Office at their sole discretion. An identification permit must be posted during all vending periods.
6. The St. Lawrence Market is not responsible for the samples or pictures of the products to be sold by the application when left for our evaluation. Once approval process has been completed, all samples of the products are to be picked up within a reasonable time (within **10** business days of drop off) or they will be discarded. Please label all products with name and phone number.
7. Carts must be accepted as assigned, Management also reserves the right to re-assign carts at any time. Vendors are **NOT** permitted to move, remove and/or relocate any Carts from assigned spots or to change their location from their assigned cart number without prior approval of the Market Administration Office. To do so will result in immediate disqualification from the Market Cart Program.
8. No carts shall be sublet or otherwise assigned or used by persons other than the permit holder. In the event of this happening, the permit shall be immediately revoked.
9. A valid permit and payment receipt, issued to applicants accepted into the program by the City of Toronto, must be carried by the applicant and produced upon request at any time by City of Toronto personnel.
10. Qualified applicants who are not accepted due to an over abundance of applications for a

specific product type will be informed in person, by telephone or by mail.

Payment Manners

- a. Rental payments must be made by **Interac' - Debit, Visa or Master Card.**
- b. Cash, Money Orders, Personal or Company or certified cheques will **NOT** be accepted.
- c. Payment Schedule : Minimum one month. Payment to be made in full and in advance before noon the day prior to the first Saturday of each month. Vendors who wish to commit themselves to a six month rental contract, with an option in favour of the City for relocation or early termination with 30 days notice will be entitled to a 15% discount. However, vendors would be required to pay monthly in advance and submit a security deposit of one month's rent to the City. The deposit would be drawn upon to recover the 15% discount should the vendor not fulfil their 6 month commitment. This discount applies to Saturday rentals only.
- d. Any applicants' carts that are NOT PAID for in full prior to noon of the day prior to the first Saturday of each month, will be automatically re-let, without notice, to those next on the waiting list, and the applicant's permit will be automatically cancelled for the remaining part of the program.
- e. Only one (1) cart/table may be reserved per applicant. However, the second cart/table would be allowed if it is still available after 9:30 a.m. on the date the second cart/table is required.
- f. Payment is to be made to: CITY OF TORONTO, TREASURER.

Please address all correspondence and enquiries to the address below;

St. Lawrence Market Complex
92 Front Street East
Toronto, ON
M5E 1C4

T-416-392-7120
F-416-392-0120
www.stlawrencemarket.ca
market@stlawrencemarket.com

MARKET CART RENTAL APPLICATION
ST. LAWRENCE MARKET COMPLEX

Name of Applicant(s) _____

Name of Business _____

Address _____

_____ Postal Code _____

Telephone (Bus)(____) _____ (Res)(____) _____

Category of Application (Mark One):

Art : _____ Jewellery : _____ Crafts : _____ Specialty : _____

Have you rented a cart/table at the St. Lawrence Market before?

Yes : _____ No : _____ If yes, please give date : _____

List and describe items to be sold : _____

Origin of Products : _____

Category : Saturday Only : _____ Inside : _____ Outside - South : _____ - North _____

Midweek Only : _____ Inside : _____ Outside - South : _____ - North _____

Special Event Day : _____ Inside : _____ Outside - South : _____ - North _____

Sunday Only : _____

Do you wish to commit to a **six month** rental contract with our Market Carts Program? Yes ____ No ____

If yes, starting from : _____. (**Please read the first page and all Payment Manners for this application form regarding the rental of six month contract.)

Notification must be given to office if approved vendor cannot attend in person and he/she will be sending a representative to sell approved vendors products. Details of representative (ie, staff name) must be given to office.
NOTE : Refer to Rental Program, Section # 8.

Please read the rules, conditions and Agreement Release Form governing the rental of the St. Lawrence Market Carts and sign the form indicating your agreement.

If you require additional information, please call the Administration Office at (416) 392-7120.

NOTE: Return this form along with signed Market Cart Program Rental Agreement, pictures, receipts of raw materials purchased and/or proof of duties paid papers. A complete description of the product(s) will also be required to be submitted with the application forms.



Corporate Services
M. Joan Anderton, Commissioner

Facilities & Real Estate
Metro Hall, 2nd Floor
55 John Street
Toronto, Ontario M5V 3C6

Joe Casali
Director
Real Estate Services
Tel: 416-392-7202
Fax: 416-392-1880
Email: jcasali@toronto.ca

MARKET CART PROGRAM - RENTAL AGREEMENT

In consideration of the City permitting the Applicant to use the St. Lawrence Market Carts, the Applicant hereby remises, releases and forever discharges the City, its servants, employees and agents, of and from all manner of actions, suits, claims, demands, loss, cost, charges, damages and expense of every nature and kind whatsoever against the City, its servants, employees and agents, or any of them the applicant hereafter can, shall or may have, bear sustain, suffer or be charged with, for, arising out of, by reason(s) of, or in any way related to or connected with the exercise of the permission hereinbefore described or the use of the St. Lawrence Market Carts by the Applicant, its servants, employees and agents, contractors, invitees and licensees, or any of them, and the Applicant hereby covenants and agrees with the City as follows:

That the Applicant will at times fully observe and comply with and ensure strict observance of an compliance with all policies and by-laws of every municipal or other authority including the Market policies herein and attached to this agreement, which in any manner affect or relate to the use of the St. Lawrence Market Carts.

That the Applicant will at all times preserve good order around the St. Lawrence Market Carts and will not permit or allow therein abusive language, gambling or any other unlawful proceedings of any kind.

That the Applicant will be solely responsible for all loss, costs, damages and expense of any kind whatsoever resulting from, arising out of or incidental to the use of the St. Lawrence Market Carts.

That the Applicant will not make of suffer to be made any alterations or adjustments to the St. Lawrence Market Carts.

That the Applicant will remove any rubbish or waste material on or around the St. Lawrence Market Carts, before leaving each day.

That the Applicant will not put up or exhibit or permit to be exhibited on the St. Lawrence Market Carts, any sign notice, notice boards, or advertisement of any kind, without the prior consent of the Market Administration Office.

No carts shall be sublet or otherwise assigned or used by persons other than the permit holder. In the event of this happening, the permit shall be immediately revoked.

That the City of Toronto reserves the right to change, cancel or add any rule or rules at any time for any reason whatsoever, and to move, relocate, suspend operating privileges, or immediately terminate this agreement without prior notification to anyone.

All Market Cart Vendors must be set-up as operational by 9:30 a.m. otherwise the Market reserves the right to re-let the cart for the day at its sole option. No refunds shall be made for inclement weather, lost of cart rental for the day or for any other reason whatsoever.

That the City of Toronto reserves the right to evict anyone contravening any of the rules outlined herein and attached to this application, and within the rules and regulations governing the Market Carts Program.

The applicant acknowledges that there is no implied long-term tenancy, nor automatic renewal from program to program, and recognizes that Market Management, in order to satisfy consumer demands and expectations, will be altering the merchandise and vendor mix on an ongoing and regular basis. This application, if accepted, is for the duration of this term only provided all rules and regulations of the program are abided by, and the payment policy is adhered to.

Rental payments must be made by **Interac' - Debit, Visa or Master Card.** Cash, money orders, personal or company or certified cheques will NOT be accepted.

Dated at Toronto, this Day of

Applicant(s) Name -please print

Signature (Applicant)

Witness Name -please print

Signature (Witness)