

HASTINGS PARK WINTER FARMERS MARKET 2021/22 SETUP DETAILS

MARKET MANAGER: 1-855-900-3276 (Market Day Cell)

Ophelia Bar-Lev-Wise – ophelia@eatlocal.org

LOCATION

The market is located on the PNE fairgrounds, north of the PNE Forum building. The entrance is at Gate 2 off Renfrew Street, just north of Hastings and just past the PNE Forum.

CHECK-IN

Enter at Gate 2 and drive to the roundabout, the market manager will be stationed at the entrance of the market on the north side of the roundabout. It is important to check in with the market manager when you arrive even if you have checked your stall designation before arriving – last minute changes do occur. Please do not start setting up without first checking in at the entrance.

LOADING IN/PACKING UP TIMELINE

- **7:45am: Market gate opens for trailers ONLY** - Farmers and those bringing trailers will be allowed into the market at 7:45am.
- **8:00am: Market gate opens for everyone else**- Please arrive no earlier than 8:00am and no later than 9:15 am.
- **9:15am: Market gate closes** - Arrivals after 9:15am will not be allowed to drive into the market.
- **9:30am: All vehicles out of the market.**
- **10:00am: Market opens** – Market opens
- **2:00pm: Market closes** – all transactions must be complete 10 minutes after the closing bell.
- **2:20pm: Vehicles allowed back into the market** – to ensure efficient load out, please take down your tent & display before bringing your vehicle back into the market space.

If you are running late, please call **1-855-900-3276** to let us know.

STALL ALLOCATIONS

This market is divided into two sections – the Square and the Pathway. When you arrive, please check in with Ophelia near the entrance to find out where you are located. It would also be very helpful if you had a quick look at the market map to familiarize yourself with the layout and your location before your first market day.

Square – (S) on the market map

You will drive north on the pathway and turn right into the square area. Once you are unhitched or unloaded, park along the back wall of the square. If parking is full, head north back down the pathway and park in the designated vendor parking area in front of the PNE Agrodome.

Pathway – (P) on the market map

You will drive north on the pathway and find your stall. Please pull over AS FAR TO THE SIDE AS

YOU ARE ABLE to unload, so other vehicles may pass you. Unload as quickly as you can – DO NOT SET UP TENTS, TABLE OR EQUIPMENT BEFORE MOVING YOUR CAR OUT OF THE MARKET AREA.

Once you are unloaded, continue northwards and turn right to the designated vendor parking in front of the PNE Agrodome.

Vendors who arrive after 9:15 am will not be allowed to drive into the market. All vehicles must be out of the market area by 9:30.

LOADING OUT AND PACK UP

Please pack up and leave your equipment as close as possible to the edges of the pathway. **TAKE YOUR TENT, TABLE OR OTHER EQUIPMENT DOWN BEFORE MOVING YOUR CAR INTO THE MARKET AREA.**

Square – (S) on the market map

You will exit the vendor parking area near the PNE Agrodome, turn left to go south along the pathway and turn right into the Square. Load as quickly as possible and exit through the south entrance towards Gate 2. **Vehicles are not permitted in the market area until 2:20pm to allow shoppers to exit and crew to remove equipment.**

Pathway – (P) on the market map

TAKE YOUR TENT, TABLE OR OTHER EQUIPMENT DOWN BEFORE MOVING YOUR CAR INTO THE MARKET AREA. Please pack up and leave your equipment as far from the main pathway as possible.

You will exit the vendor parking area near the PNE Agrodome, turn left to go south along the pathway and pull up as close as possible to the edge of the road. Load as quickly as possible and exit through the south entrance towards Gate 2. **Vehicles are not permitted in the market area until 2:20pm to allow shoppers to exit and crew to remove equipment.**

ELECTRICITY/BATHROOMS/ETC

Electricity is provided at this site. Please bring your own extension cords as well as a mat to cover them, to avoid trips and falls.

There is a fully serviced washroom on-site available from dawn until dusk. Water is available inside the washrooms.

CELL PHONE NUMBER IN CASE OF EMERGENCIES

The cell phone number is [1-855-900-3276](tel:1-855-900-3276). Please call if you are running late or are not able to find the site. The phone will be on from 8:00am onward.

IN CASE OF EVACUATION AT THE MARKET

Manager may initiate an evacuation without tear-down procedures. If you hear 3 blasts:

1. Leave everything and calmly ensure all your personnel evacuate to muster station*
2. If safe to do so, Emergency Marshals** remain at exits to prevent shoppers from entering the area.
3. Manager clears market area of people and directs vendors to muster station
4. Assistant Manager holds vendor, volunteer and staff roll-call at muster station
5. Manager will signify return to operations after receiving all-clear from emergency personnel

*Muster Station: **west parking lot of the PNE forum**

**Emergency Marshals: Vendors situated at market exits. Responsible for keeping shoppers out of the market in case of evacuation and/or directing emergency personnel to the scene.