

# Petawawa Container Market Vendor Application Guide

2026 edition

## Introduction

The Town of Petawawa launched a pilot Container Market Program to support business development and enhance tourism. The program functions as both a business incubation initiative and a general market, with a focus on helping small businesses grow, creating pathways for new entrepreneurs, and delivering a vibrant, engaging retail experience.

## Vendor Categories & Experience

The Container Market Program seeks to encourage a diverse mix of seasonal vendors offering a wide range of products and services. Existing businesses interested in testing market viability in Petawawa, as well as those that address identified market gaps or complement the current business mix, are encouraged to apply.

Vendor examples include, but are not limited to, retail boutiques, artisans and makers, food and beverage businesses, and fitness or wellness products.

Containers may be operated by an individual business, entrepreneurs acting as a wholesaler, reseller, or vendor collective, provided that goods sold are predominantly handmade and/or representative of local businesses.

Preference will be given to vendors offering unique products, particularly those that are locally made or locally sourced.

## Season

Petawawa Container Market will be operational on a seasonal basis from May to October and will have one-day events periodically.

There are a variety of rental options as we continue to improve the vendor and visitor experience at this location.

## Opening Days/Hours

Vendors are required to be open for business, at a minimum, **Friday and Saturday**, as per this schedule: Friday 3 pm – 8 pm and Saturday 10 am – 3 pm.

Meeting these minimum hours of operation is a finite requirement for all vendors.

## Location and Facilities

The Container Market is at the Kin Hut, located along Volunteer Way, Civic address 16 Civic Centre Road. This site was chosen for its location within our community, its play amenities, sports fields, parking area, common area washroom facility services, and the ability to permit street food vendors at this location. Overall, the location visibility and amenities offer the most potential to drive vehicles and human-powered traffic to this area.

There are six (6) 10 ft. shipping container units each measuring 10' (w) x 8' (d) x 7.5' (h) (80 sq. ft.). Each unit also has a deck area that is covered, adding to the display space. Each unit has a rolling door and a back vent for air circulation. When operational, the rolling door should be fully open. Each unit has a chalkboard fascia. Seasonal renters may be permitted more permanent signage for their units. Subject to the rental term, the unit may be equipped with a display counter. Electricity is available at each of the containers through a power source on the exterior of the unit.

There are two (2) additional 7x7 ft. units available for rent. These smaller units provide a good alternative for vendors who have fewer products to display or require less space. Vendors using these units are encouraged to bring their own removable signs to display during regular market hours.

On Pop-In Dates, vendors can also join our market with their own 10x10 tents or tailgate options (as permitted).

\*Day rate will apply to any occasion pop-in opportunities. **\$45 per day (26.55 + 3.45 tx+15.00 insurance)**

## Rental Rates

### 10x10 Container units

- Full Season \$325/month + HST (paid 1st of each month – under contract)
- Single Month \$425 + HST (Friday/Saturday weekly – under contract)

### 7x7 Container units

- Full Season \$275/month + HST (paid 1st of each month – under contract)
- Single Month \$275 + HST (Friday/Saturday weekly – under contract)

### Membership

Farmer, Food Producer/Food Promoter seasonal member rate \$300 + HST (paid before first participation - must have own insurance and provide the town with a certificate of insurance)

We are seeking support interest from farmers (veggies/flowers), local food producers, bakers, and caterers who wish to maintain a regular presence within the market program to sell their products to the general public. Under this membership category, vendors may participate throughout the season using a tent, farm stand, or permitted tailgate setup that they provide and that is approved in advance of the season. This membership does not give access to using the containers.

## Street Food Vendors (Food Trucks)

There is one seasonal space with electrical connections for food trailers. There is one (1) additional connection point that a pop-in food service may use, subject to site use.

- Seasonal \$500/month + HST + \$100 Electrical Fee
- Weekly/Weekend \$200 + HST

## Site Services

- Electrical services are available onsite to the exterior of the container units. Vendors must provide their own applicable extensions and connections to the services.
- Reasonable garbage collection is available on site; however, excessive volumes of garbage or recycling are the responsibility of the vendor to remove from the site.
- There are no water or wastewater connection services on the site. Wastewater is the responsibility of the vendor and must be disposed of appropriately. Dumping in storm drains, waterways, parks, or green spaces is prohibited. Non-potable water can be found in the Kin Hut washrooms.
- Paved, lined, accessible parking is available at the market
- Washrooms are available seasonally and are located centrally at the market site. During the time when special events occur that may have alcoholic beverage service, the washrooms may not be available. At all times, washrooms are still available at the Civic Centre building.
- Public and dedicated WIFI are available on-site to support vendor POS systems. This service should only be used as a backup, and the vendor should have sufficient data in case the WIFI be unavailable.

## Liability Insurance

Approved seasonal/monthly and food truck vendors will be required to provide an insurance certificate showing the following:

### **Commercial General Liability Insurance**

The Vendor shall, at their expense, obtain and keep in force during the term of the Lease, Commercial General Liability Insurance satisfactory to the Municipality and underwritten by an

insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage, and Personal Injury and shall include, but not be limited to:

- a. A limit of liability of not less than \$2K per occurrence
- b. Add the Landlord (**Town of Petawawa**) as an Additional Insured with respect to the operations of the Named Insured
- c. The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- d. Non-owned automobile coverage with a limit not less than \$2K, and shall include contractual non-owned coverage (SEF 96)
- e. Products and completed operations coverage
- f. Broad Form Property Damage
- g. Contractual Liability

In addition, any vendor handling food/food trucks will be required to have all the necessary permits and inspections, including current health certification, approved fire suppression and inspection from the Petawawa Fire Department, Propane Inspection, TSSA, and ESA stickers.

## Public Health

All vendors shall comply with the Public Health Act, R.S.O 1970, Chapter 377, as amended, respecting foodstuffs, and all regulations and conditions within the food premises regulations under the Public Health Act R.S.O, 1990, Chapter 409, Regulation #840. The vendor will be required to comply with all other municipal, provincial, and federal regulations that may apply to their business activity.

Food vendors will provide and show their Renfrew County District Health Unit certificate, and or complete the Special Events Food Vendor Permit with the same.

## Vendor Selection Process

Vendors must provide, at the time of application, a list of products they will sell. We will seek not to have conflicting vendors with the same primary products for the container rentals. We will limit the number of vendors selling the same products when we have pop-in opportunities.

## Cancellation Policy

- There are no refunds for vendors who don't show.
- Cancellations must be made two full weeks in advance.
- If unusually extreme weather were to affect all vendors in the market's ability to operate (a freak snowstorm or torrential rains), then compensation would be considered.

## General

Products left in the unit overnight are at the sole discretion of the vendor. The town is not responsible for theft or vandalism.

A representative of the municipality of Petawawa may, in their sole discretion, cancel the agreement under the following circumstances:

- the renter did not fully pay for the unit as per the rental requirements,
- The renter agreement was transferred without departmental approval,
- the renter is not using the unit for the purposes and products identified in the application.
- There is a breach of terms outlined in the agreement, or emergency repairs are needed for the rental unit.