



North Bay Farmers' Market 2018-2019 Winter Market Application Document



The North Bay Farmers' Market is holding their Third Winter Market, starting Saturday October 20, 2018. Please read all information in this document. Below is the important information for the Winter Market season.

- The 2018-2019 Winter Market will be in operation every Saturday from October 20 to April 27, during the hours of 10:00 am to 2:00 pm. This market will be 28 weeks long.
- The Winter Market will be held inside the North Bay Mall, located at 300 Lakeshore Drive.
- Market Space is open to vendors starting at 8:00 am
- All vendors must be set up by 9:30 am as the doors to the mall entrance will open at 10:00 am
- All food producers and growers must ensure they have completed and submitted the Special Event Application to the North Bay Parry Sound District Health Unit for approval, and send the North Bay Farmers Market a copy of the approval letter and approved product list (please ensure adequate time for the approval process from the Health Unit)
- If vendors do not sign the "Hold Harmless Agreement" section, the Board of Directors do require a copy of your business liability insurance to be included with your application
- If business is a Partnership, please have both individual's sign separate copies of Page 5, for the 'Hold Harmless' agreement
- Vendor application will not be considered for approval until all paperwork and payment is received by the Market Manager. **All applications will be on hold until all paperwork and payment received.**

- Seasonal Vendors will be allowed to keep their tables and displays stationary each week in attendance (we suggest you cover your displays and tables with a drop cloth at closing for the week)
- Please keep your space neat and presentable. We do expect you to keep your space swept and clean before, and after the market.
- As a seasonal vendor, if you plan on being away, you must provide at least 2 week notice minimum, and you must remove your stock and display so the Market Manager can rent your space to an occasional vendor
- Applications not approved for seasonal status will be placed on the Occasional Vendor list and be called when there is space available
- ALL vendors must adhere to the 2018 North Bay Farmers' Market Rules and Regulations Document, and the rules provided in this document for the Winter Market. Failure to adhere to these rules could result in disciplinary action, and a change in membership could apply

Completed Applications, Health Unit Approval, and Payment can be delivered to:

Drop Off:

In Person at Any Market to Stephanie, Market Manager

North Bay Farmers' Market Rules and Regulations Specific for the Winter Market

SPECIFIC MARKET RULES:

Winter Market

1. The Board will provide 1 (one) winter market:
 - A. To be held on Saturdays from 10:00 am to 2:00 pm from October to the last Saturday in April, inside the North Bay Mall at 300 Lakeshore Drive.
2. Vendors should arrive early enough to the Market to find their spot, restock, and be set up ready by 9:30 am.
3. Washroom facilities are available to Vendors inside the North Bay Mall, as they are the public washrooms located beside the food court.
4. Parking for vendors is located at either the side lot (which is first come first serve with other mall employees) or at the front of the mall in the main parking lot.
5. Seasonal members are asked to notify the Market Manager of their intended absence at least one (1) week before hand, so occasional vendor can be notified of attendance. Vendors are subject to a \$50.00 fine if they fail to inform the Market Manager within the stated time frame.
6. Occasional vendors will be contacted about attending the market starting Monday afternoon. Advance notice could be presented, depending on availability.
7. Vendor signage is allowed. If hanging from the ceiling, the signed must be secured safely and be contained in their allotted space. Floor signs are allowed, but must also be inside the rented space. No signage can block another vendor's space. No signs are allowed in the common walkway or mall space.

North Bay Farmers' Market Winter Market Application Form

Revised Date: September 2018

Individual's

Name:

Business Name:

Physical

Address:

Mailing Address:

Home Phone:

Cell Phone:

Email Address:

Facebook Page:

Describe your business in detail:

STALL OPERATION: Please indicate who will be operating the booth, if different from the applicant/owner. These people will be considered employees, and be treated similar to the applicant, unless instructed otherwise. They must also be aware of the Rules and Regulations and must follow them as all other vendors do.

ABSENCE: If you are applying for a seasonal stall, and know that you are unable to attend some market dates throughout the season, please indicate the dates below:

Additional Notes:

Vendor Category: Please select **two (2)** of the following categories to describe your business. These categories help us ensure we continue to have a variety of vendors, promote your business and our market better.

- | | |
|--|---|
| <input type="checkbox"/> MyPick Primary Producer | Vegetables, Fruit, Flowers, Plants Maple Syrup, Honey, Meat |
| <input type="checkbox"/> MyPick Secondary Producer | Defining Ingredient is grown/produced/processed at farm |
| <input type="checkbox"/> Adult Clothing | Clothing, Cover Ups, Hats Scarves |
| <input type="checkbox"/> Alternative Healthcare | Reflexology, Massage Therapy |
| <input type="checkbox"/> Baby / Child Care | Food, Clothing, Toys, Chewable |
| <input type="checkbox"/> Baker | Traditional Bread, Pies, Tarts, Muffins, Cookies |
| <input type="checkbox"/> Baker – Alternative | Gluten Free, Dairy Free, Vegan |
| <input type="checkbox"/> Body Care | Soaps, Lotions, Essential Oils, Cosmetics |
| <input type="checkbox"/> Cannery | Jams, Jellies, Pickles, Chutney, Mustard, Condiments |
| <input type="checkbox"/> Ceramics | Pottery, Ceramic |
| <input type="checkbox"/> Chandler | Soy, Beeswax, Paraffin, Blended |
| <input type="checkbox"/> Confectionary | Sweets, Chocolate, Fudge, Candy, Sweet Pies, Fried Pies |
| <input type="checkbox"/> Food Booth | Making food on site - Hot Dogs, Popcorn |
| <input type="checkbox"/> Home & Garden Decor | Textiles, Mixed Media, Metal, Wood |
| <input type="checkbox"/> Home Economics | Sewing, Knitting, Crochet, Quilts, Embroidery |
| <input type="checkbox"/> Glasswork | Stained, Etched, Blown |
| <input type="checkbox"/> Jewellery | Necklace, Rings, Bracelets, Anklets |
| <input type="checkbox"/> Leather Products | Leather Working |
| <input type="checkbox"/> Masonry | Brick, Stone, Cement |
| <input type="checkbox"/> Metalwork | Ironwork, Knives |
| <input type="checkbox"/> Paper Products | Cards, Crafts |
| <input type="checkbox"/> Pet Items | Anything For The Pet In The House |
| <input type="checkbox"/> Pre-Packaged | Frozen Pre-Made Foods, Pre-Made Pasta, Dry Mixes |
| <input type="checkbox"/> Toys | For Kids/Adults |
| <input type="checkbox"/> Visual Arts | Photography, Painting, Prints |
| <input type="checkbox"/> Woodworking | Furniture, Pens, Household Items, Carvings |

LIST ALL THE ITEMS YOU PLAN ON SELLING. Items not listed CANNOT be sold without the consent of the Board. You may use the back of this page, or attach additional sheets to provide all products and their details. Please feel free to provide photos of your products with this application.

Stall Rates and Payment

Stall Information:

- Each stall is indoors, with rough dimensions of 10 feet wide and 10 feet deep
- All vendors must supply their own tables, chairs and other required items for their space
- While this market is indoors, a space against the walls is not guaranteed
- Supply of power is limited at the market location. Vendors must request a hydro spot beforehand, must mention what will be using hydro (wattage would be great as well) and be aware that power is not guaranteed due to stall locations
- Hydro charge may apply in the future
- ALL fees must be charged HST (#843238007RT0001)

Seasonal – One Retail Space	\$560.00 (plus HST) For 28 weeks	Payable in Advance
Occasional – One Retail Space	\$30.00 (plus HST) / week	Payable Day of Market
New Membership Fee	\$15.00 (plus HST)	Payable At Time of Visit

Please indicate your planned attendance for the 2018-2019 Winter Market Season.

- 1 Stall Seasonal
 2 Stall Seasonal
 Occasional

Hydro Required

- Yes for Hydro
 Wattage / Items: _____

Payment of Fees For Seasonal Attendance

- One Stall \$560.00 plus HST Total Amount is: \$ 632.80
 Two Stalls \$1,120.00 plus HST Total Amount is: \$ 1,265.60

- Make cheques payable to “North Bay Farmers’ Market”
- NSF cheques will be returned to the vendor and a \$50.00 charge will be applied to cover banking fees. Any vendor whose cheques were returned the previous season, or not in good standing with the market, must pay in cash for the following year

Payment Method for Seasonal Attendance

- One Cheque for the full amount, dated for October 12, 2018 (will be deposited before October 31)
 Two Cheques, each for half the total amount, one dated for October 12, 2018 and the other dated for January 5, 2019
 Cash or Bank Draft for the total seasonal amount

Hold Harmless Agreement – All Vendors Must Sign This Agreement

Should my vendor application be accepted by the North Bay Farmers Market, I, the Lessee shall hold harmless the North Bay Farmers’ Market, and it’s members, agents and employees from any and against all claims, demands, losses, costs, damages, actions, suits and proceedings by any third party that may arise out of, or may attribute to, all operations performed by or carried out by the Lessee, his/her agents, employees or servants, or anyone for whose acts he may be liable, howsoever caused.

Signature: _____

Printed Name: _____

Date: _____

Photo Release Permission

I grant the North Bay Farmers’ Market, its representatives and employees, the right to take photographs of me and my property in connection with the market. I authorize the North Bay Farmers’ Market, it’s assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that the North Bay Farmers’ Market may use such photographs of me and my property with or without my name for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

I have read and understand the above:

Signature: _____

Printed Name: _____

Date: _____

Market Application – All Vendors Must Sign This Agreement

- a) I understand that failure to comply with the 2018 North Bay Farmers’ Market Rules and Regulations will result in disciplinary action that may alter my status as a member in good standing, or include loss of membership.
- b) I understand that the Market Manager/Board of Directors will generally correspond via email and I agree to receive said emails.
- c) I have also instructed employees who will occasional help in my stall to follow the Rules and Regulations.

Signature: _____

Printed Name: _____

Date: _____