



North Bay Farmers' Market 2018 Summer Market Application Form



The North Bay Farmers' Market is holding their 16th Summer Market and is providing the following application for anyone who is interested in becoming a vendor. Please read all information in this application and our 2018 Rules and Regulations document, as failure to follow the Market's Rules and Regulations will result in disciplinary actions. Listed below is key information for the Summer Market season. Please keep this first page for your records.

Important Dates

- March 16, 2018 – completed Seasonal Applications are due
- April 2, 2018 – seasonal vendors will be notified of acceptance to market
- Occasional vendor applications are accepted at any time and booked based on stall availability

The 2018 Market Season will be in operation:

- Saturday from 8:30 am to 1:00 pm from May 19th to October 6th
 - Saturday Market is located in Parking Lot #10, beside the North Bay Transit Terminal, at the corner of Oak Street and Wyld Street. Entrance to the parking lot is behind the terminal off Wyld Street
 - Vendors must be in place by 8:00 am (no cars allowed after this time and late fee will apply)
- Wednesday from 10:00 am to 2:00 pm from May 23th to October 3th
 - Wednesday Market is held directly in front of the Discovery North Bay Museum, on the Cobblestones. Entrance is through Parking Lot 10, at Wyld Street
 - Vendors must be in place by 9:30 am (no cars allowed after this time and late fee will apply)

Application Information:

- Seasonal Applications CAN NOT be emailed as original signature, all attached documents and full payment is required before application can be approved
- **Please ensure that you have read and fully understand the 2018 Rules and Regulations document, as failure to follow the Market's Rules and Regulations will result in a change of vendor status for the following season**
- If vendors do not sign the "Hold Harmless Agreement", the Board of Directors require a copy of your business liability insurance along with your vendor application before acceptance
- If business is a Partnership, please have both individual's sign separate copies of Page 5, for the 'Hold Harmless' agreement
- 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 NBPSD Health Unit)
- All producers and growers must be MyPick Certified within one year of application approval to the North Bay Farmers Market. This is non-negotiable.
- Any vendor not approved for a Seasonal space will be placed on the Occasional Vendor list for both Wednesday and Saturday markets, unless otherwise noted on the application form

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.

By Mail:	Drop Off:
Stephanie Booth P.O. Box 643 Sundridge, Ontario P0A 1Z0 705-358-8947 northbayfarmersmarket@gmail.com	In Person to the Market Manager At Any Market Location During The Year

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, you must provide all dates in advance of non-attendance during the market season.

Additional Notes:

Vendor Category: Please select ONLY TWO (2) of the following categories that best describe your product.

Your selection from the following categories help the market ensure there is a variety of products and services offered to the public on each market day.

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| <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"/> Glasswork | Stained, Etched, Blown |
| <input type="checkbox"/> Home & Garden Decor | Textiles, Mixed Media, Metal, Wood |
| <input type="checkbox"/> Jewellery | Necklace, Rings, Bracelets, Anklets |
| <input type="checkbox"/> Knit / Crochet | Any Items Knitted, Crochet, Weaving |
| <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"/> Sewing | Quilting , Embroidery, Cross Stitching, Needlepoint |
| <input type="checkbox"/> Toys | For Kids/Adults |
| <input type="checkbox"/> Visual Arts | Photography, Painting, Prints |
| <input type="checkbox"/> Woodworking | Furniture, Pens, Household Items, Carvings |
| <input type="checkbox"/> Other | Please Describe in Detail |

LIST ALL THE ITEMS YOU PLAN ON SELLING. Items not listed CANNOT be sold without the consent of the Board. See the Rules and Regulations for complete details (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 vendor is provided a stall space approximately 10' x 10' in size
- One vehicle may be placed behind your stall space during the market
- All vendors must supply their own tent, weights, tables, chair and other required items for their space
- Supply of power is limited at the market location. All new vendors must provide their own power source

Seasonal Rate for One Stall	\$ 245.00	Payable in Advance
Seasonal Rate for Two Stalls	\$ 490.00	Payable in Advance
Volunteer Fee	\$ 20.00	Payable in Advance for Seasonal Vendors
Special Event Fee	\$ 20.00	Payable in Advance for Seasonal Vendors
Membership Fee	\$ 15.00	All Vendors Must Pay
Occasional Fee for One Stall	\$ 30.00	Payable Day of Attendance

Please indicate your planned attendance for the 2018 Market Season.

Trailer (requires special consideration)

Seasonal Vendor – Saturday Market

One stall Two Stalls

Seasonal Vendor – Wednesday Market

One Stall Two Stalls

Occasional Vendor – no payment required until your first day of attendance at the market

Saturday Market – one stall Wednesday Market – one stall

TOTAL PAYMENT ENCLOSED: \$ _____

Payment Method:

- One Cheque for full seasonal fees dated for March 16, 2018
- Two Cheques if attending both days - one cheque for Saturday Stall Fees plus additional fees, dated March 16, and the second cheque for Wednesday's Stall Fees dated for May 11th
- Cash or Bank Draft (DO NOT send cash in the mail)

NOTE:

- Make cheques payable to "North Bay Farmers' Market"
- NSF cheques will be returned to the vendor and a \$50.00 service charge will be applied to cover banking fees. Any vendor whose cheques were returned the previous season, or not in good standing, must pay in cash or certified cheque only for the following year
- Seasonal Vendor cheques will be cashed upon the 30th of the month (March and May) or closest business day afterwards
- Occasional Vendors must pay their stall fees each time they attend the market. Membership Fee is due on the first market day only.

Hold Harmless 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 To Be Considered A Vendor

By signing below, you, the vendor, have agreed to the following conditions and are fully aware and understanding of the “2018 Rules and Regulations” Document and the information on this application form.

- a) I acknowledge that as a Seasonal Vendor, I am required to complete the volunteer component of my membership to the Market. Should I choose not to complete this requirement, I understand that I will not be refunded the \$20.00 Volunteer Fee.
- b) I have read and understood the North Bay Farmers’ Market “2018 Rules and Regulations” document and I agree to the terms and conditions. I understand that failure to comply with the Rules and Regulations will result in disciplinary action that may alter my status as a member in good standing, and/or include loss of membership.
- c) I have also instructed employees who will occasional help in my stall, to follow the Rules and Regulations.
- d) I understand both Saturday and Wednesday markets are RAIN OR SHINE. Only an emergency will excuse vendors from the area once set up, at the discretion of the Board.
- e) I understand that the Market Manager/Board of Directors will generally correspond via email and I agree to receive said emails.

Signature: _____

Printed Name: _____

Date: _____