



# North Bay Farmers' Market Community Booth Application Document



We, at the North Bay Farmers' Market, believe in providing an outreach opportunity to our community. To help create a vibrant community hub, the market sets aside one subsidized space inside our market for community groups or non-profit organizations to promote and support their mission and outreach goals. We believe this outreach participation is critical to the success of our market by showcasing how diverse our market environment has become.

By giving back to our community, we want to feature an organization each week that adds value to our family-friendly and agricultural-oriented market atmosphere. We hope the groups use this opportunity to promote their upcoming events, projects, or even to just educate our patrons about their purpose and goals.

The 2019 Market Season will be in operation:

- Saturday from 8:30am to 1:00pm from May 18th to October 12th
  - 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
  - Participants must be in place by 8am (no cars allowed after this time and late fee will apply)
  - Wednesday from 10:00am to 2:00pm from May 22nd to October 12th
  - 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
  - Participants must be in place by 9:30am (no cars allowed after this time and late fee will apply)

Application Information:

- A community booth is provided to organizations, free of charge, provided they only provide information to the public while on market property
- All activities related to your group must be done within your allotted space
- Please note the Market does not actually provide a booth (tent and all the accessories), we only provide a space inside the market area for your organization to set up
- The Market does not guarantee the requested time and date, although we do try to accommodate your wishes
- Saturday and Wednesday markets are RAIN OR SHINE. Only an emergency will excuse participants once set up, at the discretion of the Board.

### Application can be delivered via:

By Mail:	Drop Off:
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<p>Market Manager 101 Worthington St. E. P.O. Box 315 North Bay, ON P1B 8H2</p>	<p>In person, to the Market Manager, or Board Member, at any of our Markets</p>
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# NBFM Rules and Regulations for Community Booth Participants

*Revised Date: January 2019*

## **GENERAL:**

1. The North Bay Farmers' Market shall be known as the "Farmers' Market". Future reference to the Farmers' Market below shall be understood as representing the North Bay Farmers' Market.
  - a. The word "Participant" shall be understood to represent any approved Community Booth member who has been granted permission to occupy a booth during the market season.
  - b. The word "Board" shall be understood to represent the North Bay Farmers' Market Board of Directors.
  - c. All participants are subject to the following rules and regulations as determined by the Board.

## **ATTENDANCE:**

1. Organization's business address must be within 100km of the Farmers' Market location.
2. Local Service Business can attend the market, provided they are not selling any products or items. They will not be charged membership fees, but will be charged the occasional vendor fees.
3. Community Groups are available to attend the market, provided they are not selling products or items. They must be 'not for profit'. If they want to sell items in their booth, they must fill out the Summer Market Application Form as an occasional vendor, to which they will be charged the occasional vendor fees.

## **FARMERS' MARKET BOARD and/or MARKET MANAGER RESPONSIBILITIES**

1. The Market Manager and Board are charged with the responsibility of enforcing all of our organization's rules and regulations, collecting fees, and governing vendor participation and adherence to the rules and regulations.
2. Promotional and seasonal events are to be arranged and advertised by the Board and its sub-committees. Volunteers to help with special events are always welcome. The more volunteers, the more successful the special events are, which benefits all participants.

## **INSURANCE/PERMITS/LICENSES:**

1. The Farmers' Market shall carry public liability insurance. This does not cover individual vendor liabilities. It serves only to protect the Farmers' Market and its Board Members from liabilities resulting from the use of the Farmers' Market by the public and/or claims as a result of injury caused by an individual vendor operating in the Farmers' Market.
2. All Vendors shall obtain third party liability insurance to cover their business operations and will provide a certificate to the Farmers' Market as additional insurance, OR vendors have the option to sign the "Hold Harmless Agreement" on the market application.
3. The Farmers' Market obtains a Hockers and Peddlers License from the City of North Bay to operate the market. All vendors should obtain their own business license from the Government of Ontario, if required.

## **PARTICIANTS:**

1. Participants must adhere to the rules and regulations that follow. Failure to do so will result in disciplinary action.
  - a. All Participants must stay in attendance during the Farmers' Market's operational hours. Packing up is not permitted until after regular market hours.
  - b. Each Participant shall keep their market space free from refuse during Farmers' Market hours and must meet the refuse management requirements of the City of North Bay.
    - i. Participants are required to clean up their Market space after each Market day.

- ii. Participants are responsible for the disposal of garbage generated by their business operations.
- iii. Smoking is NOT permitted inside the Farmers' Market during hours of operation by either customers or vendors. Vendors who wish to smoke must leave the designated Farmers' Market area and ensure they are at least 9 meters or 25 feet from the tent area.

2. Participants who violate the rules and regulations of the Farmers' Market will face disciplinary action as indicated in section 2 of the Discipline Actions Section. Repeat offenders will no longer be considered Members "in good standing" and their applications will not be given priority.

#### **DISCIPLINARY ACTIONS:**

1. Complaints registered from the public about a specific participant's subject matter or conduct will require the Market Manager and/or the Chairpersons to address that complaint to the specific participant.

2. If a participant has a complaint about the actions of another participant the following protocol must be followed:

- a. First talk to the Market Manager about the issue. A simple resolution could be made to deal with the concern.
- b. If the situation continues, or the issue is not addressed to the participant's satisfaction, ask for a Resolution Form.
- c. The Resolution Form must be filled out in its entirety and submitted to the Market Manager, in person, by the end of the market day.
- d. The Resolution Form will be reviewed by the Market Manager and dealt with immediately. If this is a continued concern, or a more detailed issue, the Board will review and discussion the issue. If a rule or regulation is proven to have been broken, consequences may follow.

3. The Rules and Regulations of the Farmers' Market will be strictly enforced. The Board and/or Market Manager will discipline participants who do not comply with the rules and regulations as follows:

- a. **Market Manager will provide the Participant with a verbal warning for the first offence.**
- b. **A written notice will be given by the Market Manager for a second offence.**
- c. **If a third offence occurs, the Participant shall be informed in writing that their organization no longer can participate in the market as a Community Partner.**

#### **SPECIFIC MARKET RULES:**

##### **Summer Market**

1. The Board will provide two summer markets:

- a. One held on Saturdays from 8:30 am to 1:00 pm from May long weekend to October long weekend in Parking Lot 10, at the corner of Wyld Street and Oak Street.
- b. The second held on Wednesdays from 10:00 am to 2:00 pm from the first Wednesday after May long weekend to the Wednesday before October long weekend, on the cobblestone area of the Discovery North Bay Museum.

2. Vendors should arrive on site, before the following times, to ensure they are in the right location, and can be set up for the start of the market. We do not allow any vehicle traffic inside the market after these times as well, for safety reasons,

- a. On Saturday, vendors must be set up by 8:00 am.
- b. On Wednesday, vendors must be set up by 9:30 am.

3. Washroom facilities will be made available to Vendors within a short walking distance of the Farmers' Market location.

- a. The Discovery North Bay Museum has provided the use of their washrooms for vendors to use during their normal business hours.

4. Signage will be displayed for the Market. These signs vary in nature and are used to advertise the market is open, where parking is, and pets must be kept on a leash at all times when visiting the Market.

5. The use of anchors to secure tents is mandatory for all participants. These weights should be heavy enough to hold their tent down during sudden weather changes. Weight requirement is 20lb per weight, per tent post, minimum.

6. Tent requirements are that all must be a similar size of 10 foot square and in good condition. Tents of a small size are permitted, providing they are similar in style and design to a regular canopy tent. Larger tents will not fit into our designated stall space and will not be allowed (unless vendor has purchased a double space, to which a 10ftx20ft tent would be allowed). This provides all vendors with the same 10x10 feet of selling space per rented spot.

**NOTE:**

For the general benefit and welfare of the Farmers' Market and the Vendors and Tenants therein, the Board may amend this policy of Rules and Regulations at any time without written notice, and such amended policy shall be binding on the Vendors and Tenants.

By signing the application form the Participant agrees to abide by the above Rules and Regulations.

# North Bay Farmers' Market Community Booth Application Form

*Revised Date: February 2019*

Community Group: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facebook Page: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Why Do You Want A Community Booth?

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What Dates Are You Looking For?

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## Stall Information

Stall Information:

- Each stall is approximately 10' x 10' in size
- One vehicle may be placed behind your stall space during the market
- All participants must supply their own tent, weights, tables, chair and other required items for their space

Please indicate your requested attendance for the 2019 Market Season.

Returning Participant

New Participant

Market Day

Saturday Market – one stall

Wednesday Market – one stall

**Hold Harmless Agreement**

Should our 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**

- I have read and understood the North Bay Farmers' Market "Rules and Regulations for Community Booth Participants" and I agree to their terms and conditions. I understand that failure to comply with the Rules and Regulations will result in disciplinary
- 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: \_\_\_\_\_