



# North Bay Farmers' Market 2022 Summer Market Application Form



The North Bay Farmers' Market is holding their 20<sup>th</sup> Annual Summer Market and is providing the following application for those interested in becoming a vendor. Please read all information in this application as well as our Rules and Regulations document. Failure to follow the Market's Rules and Regulations will result in disciplinary action. Listed below is key information for the Summer Market season. Please keep this first page for your records and future reference.

### Important Dates

- MARCH 12, 2022 – completed Seasonal Applications are due
- APRIL 9, 2022 seasonal vendors will be notified of acceptance to market
- Occasional vendor applications are accepted at any time and booked based on stall availability

### The 2022 Market Season will be in operation:

- Saturdays from 8:30 am to 1:00 pm from May 21st to October 8th  
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 (after this time no cars will be allowed and late fee will apply)  
If you can't make the Saturday Market, you must provide notice to the Market Manager by Wednesday at noon of that.
- Wednesdays from 10:00 am to 2:00 pm from May 25th to October 5th  
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 (after this time no cars will allowed and late fee will apply)  
If you cannot make the Wednesday Market, you must provide notice to the Market Manager by Sunday at noon of that week.

### Application Information:

- All documents and full payment is required before the application can be approved. Seasonal Applications CANNOT be emailed as original signatures are required.
- Please ensure that you have read and fully understand the Rules and Regulations document, as failure to follow the Market's Rules and Regulations will result in a change to your vendor status.
- If vendors do not sign the "Hold Harmless Agreement" (see below) , the Board of Directors will require a copy of your current business liability insurance along with your vendor application before acceptance
- If your 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 you a lot adequate time for the approval process from the NBPSD Health Unit) Health Unit applications should be sent to the Health Unit prior to May 1<sup>st</sup>.
- 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 may be considered as an Occasional Vendor list for both Wednesday and Saturday markets, unless otherwise noted on the application form
- Hydro access is not guaranteed - best efforts to provide when requested will be made

**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 has been received.**

By Mail:	Drop Off:
<p style="text-align: center;">North Bay Farmers' Market 101 Worthington St. E. P.O. Box 315 North Bay, ON P1B 8H2</p>	<p style="text-align: center;">In Person to the Market Manager At Any Market Location During The Year</p>

**Applicant's  
Name:**

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**Business Name:**

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**Physical  
Address:**

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**Mailing Address:**

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Home Phone:

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Cell

Phone:

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Email Address:

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Facebook Page:

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Describe your business in detail (or attach a description):

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**STALL OPERATION:** Please indicate all individuals who will be operating the booth (Helpers), if different from the applicant/owner. These Helpers will be considered employees of the Business Name applicant, and will 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 Member vendors do.

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**ABSENCE:** If you are applying for a seasonal stall, you must provide all dates in advance of non-attendance during the market season. Please see procedures above pertaining to unforeseen, unplanned absences.

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**VEHICLES:**

Vehicle Type (ie. Car, cargo van, truck) \_\_\_\_\_ Length: \_\_\_\_\_

Pulling a trailer: Yes or No. Length of Trailer: \_\_\_\_\_

Additional Notes:

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# Artisans, Crafters and Food Preparers

The NBFM (Rules and Regulations, Membership 4.) states that "Dealers, who do not make what they sell, but buy to resell, are not accepted at the North Bay Farmers' Market".

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.

MyPick <b>Primary Producer</b>	Vegetables, Fruit, Flowers, Plants, Maple Syrup, Honey, Meat
MyPick <b>Secondary Producer</b>	Defining Ingredient is grown/produced/processed at a farm
Adult Clothing	Clothing, Cover Ups, Hats, Scarves
Alternative Healthcare	Reflexology, Massage Therapy
Baby / Child Care	Food, Clothing, Toys, Chewable
Baker	Traditional Bread, Pies, Tarts, Muffins, Cookies
Baker – Alternative	Gluten Free, Dairy Free, Vegan
Body Care	Soaps, Lotions, Essential Oils, Cosmetics
Cannery	Jams, Jellies, Pickles, Chutney, Mustard, Condiments
Ceramics	Pottery, Ceramic
Chandler	Soy, Beeswax, Paraffin, Blended
Confectionary	Sweets, Chocolate, Fudge, Candy, Sweet Pies, Fried Pies
Food Booth	Making food on site - Hot Dogs, Popcorn
Glasswork	Stained, Etched, Blown
Home & Garden Decor	Textiles, Mixed Media, Metal, Wood
Jewellery	Necklace, Rings, Bracelets, Anklets
Knit / Crochet	Any Items Knitted, Crochet, Weaving
Leather Products	Leather Working
Masonry	Brick, Stone, Cement
Metalwork	Ironwork, Knives
Paper Products	Cards, Crafts
Pet Items	Anything For The Pet In The House
Pre-Packaged	Frozen Pre-Made Foods, Pre-Made Pasta, Dry Mixes
Sewing	Quilting , Embroidery, Cross Stitching, Needlepoint
Toys	For Kids/Adults
Visual Arts	Photography, Painting, Prints
Woodworking	Furniture, Pens, Household Items, Carvings
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 (attach additional sheets if necessary). Please feel free to provide photos of your products with this application. **Please indicate any new products you will be selling at this season's summer market separately.**

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## Stall Rates and Payment

### Stall Information:

- Each vendor is provided a stall space approximately 10' x 10' in size (Trailers require special Consideration)
- One vehicle may be placed behind your stall space during the market
- All vendors must supply their own tent, tables, chair and other required items for their space.
- Weights of at least 30 lbs per tent leg are required. Random checks will be done by the Manager or Board Member to provide education and ensure public safety.
- Supply of power is limited at the market location. All new vendors may be required to provide their own power source

	<b>SATURDAY MARKET ONLY</b>	<b>WEDNESDAY MARKET ONLY</b>	<b>BOTH SATURDAY AND WEDNESDAY MARKET</b>
<b>Seasonal Rate</b> for One Stall	\$ 290.58	\$ 290.58	(1 stall) \$ 581.16 (2,3 stalls)
<b>Seasonal Rate</b> for Two Stalls	\$ 581.16	\$ 581.16	\$ 1,162.32
<b>Seasonal Rate</b> for Three Stalls	\$ 871.74	\$ 871.74	\$1,743.48
Volunteer Fee	\$ 20.00	\$ 20.00	\$ 20.00 --
Special Event Fee	\$ 20.00	\$ 20.00	\$ 20.00 \$20.00
Membership Fee	\$ 15.00	\$ 15.00	\$ 15.00 --
<b>Total - One Stall</b>	\$ 345.58 44.92 HST ----- <b>\$ 390.50</b>	\$ 345.58 44.92 HST ----- <b>\$ 390.50</b>	\$ 636.16 82.70 HST ----- <b>\$ 718.86</b>
<b>Total - Two Stalls</b>	\$ 636.16 82.70 HST ----- <b>\$ 718.86</b>	\$ 636.16 82.70 HST ----- <b>\$ 718.86</b>	\$ 1,237.48 160.87 HST ----- <b>\$ 1,398.35</b>
<b>Total - Three Stalls</b>	\$ 926.74 120.48 HST ----- <b>\$1,047.22</b>	\$ 926.74 120.48 HST ----- <b>\$1,047.22</b>	\$ 1,818.48 236.40 HST ----- <b>\$ 2,054.88</b>
<b>2022 Seasonal Market Application - Please Check</b>			
<b>2022 Occasional Vendor Application - Please Check</b>			

### Payment Method:

Payment can may be made by:

1. **Personal Cheque, Bank Money Order or Draft payable to "The North Bay Farmers' Market"**
  - Payment is due with and at the time of the submission of the 2022 Summer Application
  - Cheques must be dated March 12, 2022.
2. **E-transfer to the Market Payment gmail @ [northbaymarketpayment@gmail.com](mailto:northbaymarketpayment@gmail.com)**
3. **No Cash payments.**

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 15<sup>th</sup> of March or closest business day afterwards
- No Refunds: We are a non-profit organization and trying to keep the rates as low as possible for our vendors. In order to make sure our costs are all covered, we cannot refund **any** stall fees.

**Occasional Fees**

Occasional Vendors must pay their stall fees (\$ 30.97 + \$ 4.03 HST = \$ 35.00)) each time they attend the market. Membership Fee (\$ 15.00) is due on their attendance at 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/Video Release Permission**

I grant the North Bay Farmers’ Market, its representatives and employees, the right to take photographs and/or videos 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 and/or videos 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 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.
- b) I have read and understand the North Bay Farmers' Market 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.
- f) I understand that all vendors are expected to follow the Covid-19 Health & Safety Guidelines as outlined by the Local health Unit, the Province and FMO.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_