



## NORTH BAY FARMERS' MARKET WINTER 2022/2023 APPLICATION



The North Bay Farmers' Market is holding their seventh Winter Market, starting Saturday October 15, 2021. Please read all information in this document. Below is important information for the Winter Market season.

The 2022-2023 Winter Market will attempt to be in operation Saturdays from October 15, 2022 to April 29, 2023, during the hours of 10:00 am to 2:00 pm.

Please note that the Winter Market location is pending. The Board is examining 3 potential options. Location update will be provided by October 7<sup>th</sup>, 2022.

Market Space is open to vendors starting at 8:00 am. All vendors must be set up by 9:30 am as the doors will open at 10:00 am to our customers.

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 initial payment is received by the Market Manager. All applications will be on hold until all paperwork and payment received.

Please keep your space neat and presentable. We do expect you to keep your space clean before, and after the market.

As a seasonal vendor, if you plan on being away, you must provide at least 2 weeks notice.

Applications not approved for seasonal status will be considered for the Occasional Vendor list.

ALL vendors must adhere to the 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.

I have read and understand the above:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Drop Off:** In Person at Any Market to the Market Manager or designate (preferred)

**Email:** [info.northbayfarmersmarket@gmail.com](mailto:info.northbayfarmersmarket@gmail.com) (preferred)

**Mailed to:** North Bay Farmers' Market  
PO Box 315-315 Worthington St. E  
North Bay, ON P1B 8H2



# **NORTH BAY FARMERS' MARKET WINTER 2022/2023 APPLICATION**



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

### **SPECIFIC MARKET RULES – WINTER MARKET:**

1. The Market will attempt to provide a market Saturdays from 10:00 am to 2:00 pm from Saturday October 15, 2022 to April 29, 2023.
2. Vendors should arrive early enough to the Market to find their spot and be set up ready by 9:30 am.
3. Parking for vendors is located on site. We ask that vendors unload and move their vehicles, leaving the spaces closest to the market entrance for patrons.
4. Seasonal members are required to notify the Market Manager of their intended absence at least two (2) weeks before hand, so an occasional vendor can be notified of attendance. Planned absences are to be noted on the application. Vendors are subject to a \$50.00 fine if they fail to inform the Market Manager or designate within the stated time frame.
5. Occasional vendors will be contacted about attending the market as space permits. Advance notice could be presented, depending on availability.
6. Vendor signage is allowed. Floor signs are allowed but must also be inside the vendor space. No signage can block another vendor's space or obscure the customer walkway.

The Summer Market Rules & Regulations and the Code of Conduct remain applicable.

I have read and understand the above:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# NORTH BAY FARMERS' MARKET WINTER 2022/2023 APPLICATION



## North Bay Farmers' Market Winter Market Application Form

Individual's Name: Click or tap here to enter text.

Business Name: Click or tap here to enter text.

Physical Address: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Home Phone: Click or tap here to enter text. Cell Phone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Facebook Page: Click or tap here to enter text.

Describe your business in detail: Click or tap here to enter text.

Please attach a minimum of 3 photos showcasing your products:

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**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.

Click or tap here to enter text.

**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: Click or tap here to enter text.

**Additional Notes:** Click or tap here to enter text.



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**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.

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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"/> 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.

[Click or tap here to enter text.](#)



# NORTH BAY FARMERS' MARKET WINTER 2022/2023 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	\$745.00 (plus HST) For 28 weeks	Payable in Advance
Occasional – One Retail Space	\$50.00 (incl. HST) / week up to Dec. 31, 2022 \$40.00 (incl. HST)/ week effective Jan. 1, 2023 to April 30, 2023.	Payable Day of Market
New Membership Fee	\$15.00 (incl. HST)	Payable At Time of Visit

Please indicate your planned attendance for the 2022-2023 Winter Market Season.

☐ One Stall Seasonal

☐ Two Stall Seasonal

☐ Occasional

☐ Hydro Required & estimated wattage: [Click or tap here to enter text.](#)

**\*\*NEW\*\*** we need a list of all equipment that you will be bringing that require hydro\*\*

Please list all here:

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### Payment of Fees: Seasonal Attendance

One Stall                      \$745.00 plus HST                      Total Amount is:      \$ 841.85

Two Stalls                      \$1490.00 plus HST                      Total Amount is:      \$ 1683.70

Please 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 are not in good standing with the market, must pay in cash or e-transfer for the following year

### Payment Method: Seasonal Attendance

Two payments (Cheque, Bank Draft or e-transfer) for 50%, dated for October 14<sup>th</sup>, 2022 (which will be deposited at the end of October) and the balance 50% payable November 14<sup>th</sup>, 2022. Payment may also be made in full on October 14<sup>th</sup>, 2022

E-transfer: [northbaymarketpayment@gmail.com](mailto:northbaymarketpayment@gmail.com) \*reference your business name in the message\*



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## Agreements

### All Vendors Must Sign These Agreements

#### Hold Harmless:

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.

Applicant Signature: [Click or tap here to enter text.](#)

Print: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

#### Photo/Video Release Permission:

I grant the North Bay Farmers' Market, its representatives and employees, the right to take photographs/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/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: [Click or tap here to enter text.](#)

Printed Name: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

#### Market Rules & Regulations Agreement:

I understand that failure to comply with the North Bay Farmers' Market Rules and Regulations may result in disciplinary action that may alter my status as a member in good standing, or include loss of membership.

I understand that the Market Manager/Board of Directors will generally correspond via email and I agree to receive said emails.

All employees will be instructed to follow the Rules and Regulations.

Signature: [Click or tap here to enter text.](#)

Printed Name: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)