

2017 New Vendor Application Information

Thank you for your interest in the Memorial Centre Farmers' Market!

To submit an application to become a vendor at the market, please review the following information, and submit the necessary forms. New applications are set to be reviewed in March, April and October. Please have your applications submitted by March 8th, 2017, April 5th, 2017, and October 4th, 2017.

- 1) All applications must include a \$60 cheque made out to "Farmers' Market Association of Kingston". If your application is accepted, this cheque is non-refundable, and pays for your Farmers' Market membership fee. If your application is not accepted, the cheque will be voided and disposed of.
 - 2) We ask that all food court vendors make the commitment to be full season vendors.
 - 3) The Farmers' Market Association of Kingston (FMAK) reserves the right to determine that certain products will not be considered because there are already ample similar products being sold at the Memorial Centre Farmers' Market.
 - 4) Please provide photos of your products. The Market Manager may contact you to ask for sample products, if required.
 - 5) Approval to vend May-October does not guarantee a space Nov-April due to space restrictions at Holiday and Winter locations, but existing vendors will all be considered to attend.
 - 6) Applications to ONE category are generally stronger than applications to vend across multiple categories (e.g. Prepared/Baked Foods AND Craft). Mixed applications may be considered, but the FMAK Board suggests vendors apply for ONE category, and apply for TWO BOOTH SPACES if you intend to conduct business in two categories.
 - 7) Please use this checklist to ensure that your application to the market is complete. Only complete applications will be considered.
 - New Vendor Application Form-page 2 + 3 of this document-complete (including questions under section B) and submitted by email or regular mail
 - Code of Conduct reviewed and signed
 - Photos of products included
 - \$60 cheque made out to the Farmers' Market Association of Kingston
- All forms and cheque can be mailed to:

Memorial Centre Farmers' Market c/o Emma Barken
159 Casterton Avenue
Kingston, ON
K7M 1R9

- Forms and cheque can also be submitted in person at the market to Emma Barken, Market Operations Manager

2017 Season New Vendor Application Form

Sundays 9:00am-2:00pm (May-October) 10:00am-2:00pm (November-April) Questions? 613.572.7059 OR memorialcentremarket@gmail.com	Send forms to: Emma Barken 159 Casterton Ave. Kingston, ON K7M 1R9 or scan and email to: memorialcentremarket@gmail.com (please note, cheque must be received to process application)
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A. Vendor Information

Name:	Mailing Address:
Business name:	
Telephone (Home or Business):	Mobile:
E-mail:	Online contact info (website, facebook page, twitter, etc.)

B. Requested Categories Please circle

Agricultural	Prepared/Baked Foods	Craft	Food Court
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1. **What products do you intend to sell at market? (you may attach a list if necessary)**

2. **How do your products fit the market's criteria of being locally grown or locally produced? This is a requirement for consideration- please be specific. (you may answer on a separate sheet if necessary)**

C. Booth Size and Fees (please do not pay until accepted) Please circle

Full Season (25 weeks) 10 x 10 = \$500 (\$20/week)	Daily 10 x 10 = \$30
Full Season (25 weeks) 10 x 20 = \$750 (\$30/week)	Daily 10 x 20 = \$40

D. Power Do you require electricity? Y N Maximum amps required: _____

E. Vendor Covenant

I (we), the undersigned, certify that the products to be offered for sale are wholly self-produced within a 100km radius of Kingston Memorial Centre. We agree to abide by the rules and regulations in the Vendor's Handbook and agree that representatives of the Memorial Centre Farmers' Market may inspect all premises & products as per protocol. I (we) understand that failure to comply with the Code of Conduct or Vendor's Handbook may result in removal from market. All complaints must be issued to the FMAK Board in writing, accompanied by a \$25 cheque refundable - at Board discretion - upon resolution. I have read, signed and attached the Code of Conduct.

Signed: **Date:**

FMAK Chair Signature + date:

Memorial Centre Farmers' Market Code of Conduct

The Memorial Centre Farmers' Market prides itself on providing quality products for customers. This Code of Conduct has been modified for use with vendors and/or their representatives participating in the farmers' market. The primary purpose of this Code of Conduct is to ensure the safety and well being of all participants.

As a Memorial Centre Farmers' Market vendor and/or their representative, I will:

- Demonstrate the highest standards of personal behavior and integrity at all times
- Conduct myself in a courteous and respectful manner and serve as a positive role model for others
- Treat everyone with respect
- Abstain from physical or verbal abuse and not tolerate it from others
- Comply with equal opportunity and anti-discrimination laws
- Not possess, sell or consume controlled substances at the Memorial Centre Farmers' Market
- Operate vehicles and other equipment in a responsible manner
- Abstain from any criminal activity
- Respect and adhere to Memorial Centre Farmers' Market Handbook

Memorial Centre Farmers' Market vendors and/or their representatives must comply with the Code of Conduct. Failure to comply with any component of the code, or participation in other inappropriate conduct, as determined by the Market Manager or Board may lead to dismissal as a vendor at the Memorial Centre Farmers' Market.

I have read the Memorial Centre Farmers' Market code of conduct above and agree to comply with it and the Handbook.

Name _____
Vendor's Signature _____
Date _____