

# CRAFT

---

## 2019 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 the first weekend of each of those months

- 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 annual Farmers' Market membership fee. If your application is not accepted, the cheque will be voided and disposed of.
  - 2) 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.
  - 3) Please provide photos of your products. These can be emailed to [info@memorialcentremarket.ca](mailto:info@memorialcentremarket.ca) or included with the physical cheque. The Market Manager may contact you to ask for sample products, if required.
  - 4) Approval to vend May-October does not guarantee a space Nov-April due to space restrictions at Holiday and Winter locations, but all existing vendors will be considered to attend.
  - 5) 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.
  - 6) Please use this checklist to ensure that your application to the market is complete. Only complete applications will be considered.
    - New Vendor Application Form-all questions completed and submitted by email, regular mail, or in person at the market.
    - Code of Conduct reviewed and signed
    - Photos of products included either sent by email, regular mail, or given to the Market Manager in person at the market
    - \$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

# CRAFT

## 2019 Season New Vendor Application Form

Sundays 9:00am-2:00pm (May-October) 10:00am-2:00pm (November-April)  <b>Questions?</b> 613.572.7059 OR <a href="mailto:info@memorialcentremarket.ca">info@memorialcentremarket.ca</a>	<b>Send forms to:</b> Emma Barken 159 Casterton Ave. Kingston, ON K7M 1R9 or scan and email to: <a href="mailto:info@memorialcentremarket.ca">info@memorialcentremarket.ca</a> (please note, cheque must be received to process application)
--	---

### A. Vendor Information

Name:	Mailing Address:
Business name:	
Telephone (Home or Business):	Mobile:
E-mail:	Which social media platforms do you use? Facebook: _____ Website: _____ Twitter: _____ Instagram: _____
Name + contact for staff person if different:	

### B. Booth Size and 2019 Fees (please do not pay until accepted)

Full season vendor fees must be paid all at once on or before May 1, 2019, OR in 3 instalments on May 1, June 1, and August 1, 2019. Cash on those dates, or post dated cheques are fine, made out to Farmers' Market Association of Kingston, or FMAK.

Please indicate what size booth you would ideally like, knowing that there are limited corner spots and spots for vehicles

- 10 x 10 booth = \$650 May-October (\$25/week)
- 10 x 20 booth + space for vehicle behind booth = \$910 May-October (\$35/week)
- 10 x 20 corner = \$1,300 May-October (\$50/week)

Daily fees are paid on market day to treasurer or market manager

- Daily fee = \$30

**C. Power** Do you require electricity? Y N      Maximum amps required: \_\_\_\_\_

# CRAFT

---

No.	Category	Answer	Additional Comments
1 Artistic process	Describe your medium and artistic process.		
2 Sourcing	From where do you source your materials? * see below		
3 Originality	How are these items unique within the market?		
4 Transformation	How do you transform your materials to create these products?		

# CRAFT

---

5 Presentation	Please provide visual or written examples of your presentation to public (including packaging, stall display, labels, indicating prices)		

\* "natural materials sourced as locally as possible" i.e. if the Board is aware that a local producer/business supplies a given material [at a comparable cost], whereas the item is not produced using that item, the Board must ask for purchasing rationale and be satisfied that the vendor is making all attempts to source "natural" and preferably materials from "within 100km of Kingston City limits" (from Vendor Handbook)

## 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:**

# CRAFT

---

## 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
- Report sales figures using online forms on a monthly basis

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 \_\_\_\_\_