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## 2023 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 +HST = \$67.80 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 (and your logo if you have one). Digital copies can be emailed to [info@memorialcentremarket.ca](mailto:info@memorialcentremarket.ca) or hard copies can be included with the physical cheque.

The Market Manager may contact you to ask for sample products, if required.

If you are comfortable with editing digital photos, please provide images and logo that are:

- a. Cropped Square
  - b. 750 x 750px
  - c. JPG Format
- 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 + HST = \$67.80 cheque made out to the Farmers' Market Association of Kingston

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- 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

## 2023 Season New Vendor Application Form

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

|   |   |
|---|---|
| <b>Business Name:</b>   | <b>Name(s):</b>   |
| <b>Mailing Address:</b>   | <b>Website address:</b> <i>(if applicable)</i>  |
| <b>Telephone:</b>   | <b>Mobile:</b>  |
| <b>E-mail:</b>  | <b>Facebook Page:</b> <i>(if applicable)</i>  |
| <b>Instagram Handle:</b> <i>(if applicable)</i>   | <b>Twitter Handle:</b> <i>(if applicable)</i>   |
| <b>Other Social Media 1:</b> <i>(if applicable)</i>   | <b>Other Social Media 2:</b> <i>(if applicable)</i>   |
| <b>Forms of payment accepted:</b> <i>Select all that apply</i><br><input type="radio"/> Cash <input type="radio"/> Credit <input type="radio"/> Debit <input type="radio"/> E-transfer <input type="radio"/> Other: _____                   | <b>Do you plan to offer:</b><br>Pre-orders before market? <b>Yes / No</b><br>Home Delivery? <b>Yes / No</b> |
| <i>All information provided above, upon approval, will be published to your vendor profile on our website.<br/>                 If different from above, please provide any alternate contact information FMAK needs to reach you here:</i> |   |
| <b>FMAK Contact Name:</b>   | <b>FMAK Contact Number:</b>   |
| <b>FMAK Contact E-mail:</b>   | <b>FMAK Contact Mobile:</b>   |

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## B. Booth Size and 2023 Fees (please do not pay until accepted)

Full season vendor fees must be paid all at once on or before May 7<sup>th</sup>, 2023, OR in 3 instalments immediately upon approval, May 7<sup>th</sup>, and July 2<sup>nd</sup>, 2023. Cash on those dates, etransfer to [info@memorialcentremarket.ca](mailto:info@memorialcentremarket.ca), 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

- o AGRICULTURE, FOOD COURT or PREPARED FOODS/BAKED GOODS:  
10 x 10 booth @ \$780+HST = \$881.40  
(or \$30/week + HST = \$33.90)
- o ALL CATEGORIES, SPECIAL BOOTHS  
10 x 20 BOOTH & VEHICLE space behind booth @ \$1,040 + HST = \$1,175.20  
(or \$40/week + HST = \$45.20)
- o 10 x 20 CORNER BOOTH @ \$1,430 +HST= \$1,615.90  
(or \$55/week +HST = \$62.15)
- o CRAFTERS: 10x10 booth @ \$705 + HST = \$796.65  
(or \$27.13/week + HST = \$30.65)

### DAILY RATES

- o Daily fees are paid (once attendance is approved by market manager) by etransfer prior to market day to [info@memorialcentremarket.ca](mailto:info@memorialcentremarket.ca) \$35/market day + HST = \$39.55
- o Daily booths are not guaranteed to be available depending on a number of internal and external factors. (Advance notice substantially increases the likelihood a booth will be available.)

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

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| No.                   | Category   | Answer | Additional Comments |
|-----------------------|--|--------|---------------------|
| 1<br>Artistic process | Describe your medium and artistic process.           |        |                     |
| 2<br>Sourcing         | From where do you source your materials? * see below |        |                     |
| 3<br>Originality      | How are these items unique within the market?        |        |                     |

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|                     |  |  |  |
|---------------------|--|--|--|
| 4<br>Transformation | How do you transform your materials to create these products?  |  |  |
| 5<br>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)*

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## **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:**