

# PREPARED FOODS/BAKED GOODS

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## 2024 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, to make sure your products fit with the market's requirements 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) **The Memorial Centre Farmers' Market is a producer only market.** All vendors either grow or make the products they sell. Do not apply if you do not make or grow the products you are intending to sell.
- 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 mailed to the address on the application.

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.
- All forms can be mailed to:

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

- Forms can also be submitted in person at the market to Emma Barken, Market Operations Manager, or emailed to [info@memorialcentremarket.ca](mailto:info@memorialcentremarket.ca)

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## 2024 Season New Vendor Application Form

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| Sundays<br>9:00am-2:00pm (May-December)<br>10:00am-2:00pm (January-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,<br>ON K7M 1R9 or email to:<br><a href="mailto:info@memorialcentremarket.ca">info@memorialcentremarket.ca</a> |
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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>   |

### B. Full Season vs. Daily vendors

Full season vendors must attend almost all markets between May and October. They are permitted to miss 3 markets with 48 hours notice. Those who are absent one Market Day without notification, or three Market days with notification, may be asked to present an explanation to the board, and risk the loss of their designated booth space and scheduled market dates.

Full season vendors are assigned a booth space they use each week and are put on the seniority list. They pay a lower rate per week but must attend regardless of the weather if the market is in operation.

## PREPARED FOODS/BAKED GOODS

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Daily vendors are not on the seniority list and must be prepared to be placed in a different spot each time they attend, but they may attend whenever they like, with 48 hours notice. They pay a higher rate per day they attend.

### C. Booth Size and 2024 Fees (do not pay until accepted)

Please indicate what size booth you would ideally like, knowing that there are limited corner spots and limited spots where vehicles can be kept at the booth.

Fees must be paid all at once on or before May 5<sup>th</sup>, 2024, OR in 3 instalments immediately upon approval, May 5<sup>th</sup>, and July 7<sup>th</sup>, 2024. Cash on those dates, e-transfer to [info@memorialcentremarket.ca](mailto:info@memorialcentremarket.ca), or post-dated cheques are fine, made out to Farmers' Market Association of Kingston, or FMAK.

*\*Fees are subject to a slight increase, which is yet to be determined. Prices below are those from 2023. \**

#### FULL SEASON RATES

- 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 e-transfer 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.)

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

*\*There are limited booth spaces available with access to electricity. Please consider alternatives if possible and know that this may affect your ability to participate in the market. \**

## PREPARED FOODS/BAKED GOODS

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| No.              | Question  | Answer | Additional Comments |
|------------------|---|--------|---------------------|
| 1                | Please list your products                             |        |                     |
| 2                | What % of your products are handmade by you?          |        |                     |
| 3                | How is your product unique?                           |        |                     |
| 4<br>Ingredients | Please list all key ingredients used in your products |        |                     |

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|               |  |  |  |
|---------------|--|--|--|
| 5<br>Sourcing | What % of your products' ingredients comes from local producers? (Within 100km of Kingston)  |  |  |
| 6             | List where the ingredients come from- farm names, etc.   |  |  |
| 7             | What % of your product is:<br>Certified Organic: _____<br>Organic: _____<br>Biodynamic: _____<br>Conventional: _____<br>Other: _____<br>(please describe if other _____) |  |  |

**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 Ontario. 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. I have read, signed and attached the Code of Conduct.*

**Signed:**

**Date:**

**FMAK Chair Signature + date:**