

BRACEBRIDGE FARMERS' MARKET

Guest Vendor Application

May 18, thru Oct 12, 2019

FULLY COMPLETED Applications may be e-mailed to
bracebridgefarmersmarket@yahoo.ca or mailed to P.O.Box 353 Bracebridge, On P1L 1T7
no later than February 15, 2019

The Bracebridge Farmers Market is operated by a VOLUNTEER board of directors, governed in part by the Muskoka and District Health unit, and the town of Bracebridge. We endeavour to provide only Ontario farm fresh produce and locally made products. The board reviews and considers all fully completed applications that are submitted before the deadline of **February 15, 2019** and will notify you (by email) of their decision and dates approved, in due course. Dates you would like to attend

1) _____

2) _____ 3) _____ 4) _____

Primary Applicants Name _____

Business Name _____

Cell Phone # _____ Home Phone # _____

E-Mail (please print clearly) _____

Mailing Address _____

_____ Returning Guest Y _____ N _____ Distance to Market _____ km

Dates requested _____

Website _____ Instagram _____

Facebook _____ Twitter _____

Please select one:

Producer (grows all produce/products sold by you at the market) _____

Producer/ReSeller (grows and/or purchases some of the produce/product {from Ontario only} sold by you at the market) _____

Secondary Producer (prepares in an inspected or certified commercial kitchen consumable items from locally sourced produce, such as Jams, pickles, baked goods) A **Health Unit Inspection certificate** must be provided with your application and displayed in your booth at all times. _____

Authorized ReSeller (products produced specifically for you for sale at this market, on land that you own, such as flavoured oils, balsamic, meat, cheese etc. _____

Artisan/Crafter works of art or crafts(all items must be hand made by you. absolutely no re-sell items unless vital to your product line and approved by the board) _____

Please list ALL items you wish to sell at this market (only items approved by the board may be sold at this market). Producers and Producer/ReSellers please fill out a (separate) produce list

additional items may be listed on back. Guest Vendors, please include **photo's of your product(s) with an explanation of how the items are made.**

All Vendors selling **alcohol** must have approval from the Alcohol and Gaming Commission of Ontario prior to selling at the market. Attach the relevant paperwork showing AGCO approval Market.

All staff at alcohol Vendor booths MUST have their Smart Serve Cards. Attach a copy of the card(s).

All Vendors selling **eggs** must provide the number of the Egg Grading Station registered under the Canada Agricultural Products Act. Egg Grading Station #: _____

All Vendors selling food of any kind must adhere to public health standards. Vendors are responsible for obtaining all necessary permits and for understanding and adhering to the required labelling, weights and measures, taxation, and pricing rules for their product(s).

All Vendors wishing to sell prepared or processed food must have a Food Handler Certificate from a public health unit prior to attending the market.

Any vendor not displaying all necessary permits while selling, will be ejected from all future markets without reimbursement

Waiver:

As a vendor at the Bracebridge Farmers' Market, I hold free and harmless the Directors, Members, Employees, Agents, Market Manager, and volunteers, along with the Town of Bracebridge, from any and all actions, claims, liabilities, and/or assertions of liability which in any manner may arise or be alleged to arise from any and all activities connected directly or approximately with the Bracebridge Farmers' Market, whether such action, claim, or liability resulted directly or indirectly from the negligent acts or omission of said Directors, Members, Employees, Agents, Market Manger, and volunteers or others connected with the Bracebridge Farmers' Market.

Signature _____ Board Signature _____

Date _____ Date _____

Upon acceptance of this application, I agree to abide by all the rules and regulations, by-laws, and constitution. (Applicant to initial) _____

All Vendors Market Membership \$ 10.00

Guest Vendor Fee \$25.00 per date booked, paid in advance.

payment by cheque to [bracebridge farmers market](#), or by

Credit Card # _____

Exp ____/____/____ CCV _____ Postal Code _____

a processing fee of 3.5% will be added to applications paid by credit card

APPLICATION CHECKLIST

Please provide all of the following with your application

- 1 Application Form
- 2 One copy of your insurance document(s), if applicable
- 3 At least 3 different colour digital photos of your product(s) with description (arts & crafts only)
- 4 One copy of your Safe Food Handling Certificate, if applicable
- 5 One copy of your most recent commercial kitchen inspection report, if applicable
- 6 One copy of the Safe Serve card for each stall staff member, if applicable
- 7 One copy of your Health Canada application/approval for skincare or natural health products, if applicable
- 8 Signed Insurance waiver
- 9 Payment for total fees owing as cash or cheque made out to the Bracebridge Farmers' Market (dated no later than March 1, 2019, by cheque to [bracebridge farmers market](#) or by Credit Card.
Applications may be submitted as a complete package electronically by email to bracebridgefarmersmarket@yahoo.ca (Subject Line: Business name, Vendor Application) or by hardcopy to the Bracebridge Farmers Market, P.O.Box 353, Bracebridge Ontario, P1L 1T7.
- 10 An inspection will be conducted (at random) by the Market Manager and at least one other member of the board to ensure compliance and to verify that only authorized items are being sold. Your Initial _____.
- 11 Consent for The Market to take and use photo's of your person, booth, and/or products on our website or in other forms of advertising of the Market.

Your Initial _____

- 12 Parking is not provided for Guest Vendors. Once the Market Manager has shown you to your space for the day (you may be in a different location each date that you are participating at the market), please unload your set up, move your vehicle to the lot behind the library, then return to set up your booth. At the end of the market day (1pm), tear down your booth, then move your vehicle to the closest available space to load.
13. Read, print and sign separate Policy Statement.

Date application received: _____ Secretary Initials _____

Bracebridge Farmers' Market Policy Statement 2019

1. It is required you be a member of the association to sell at the market. There is a \$10.00 membership fee for each season.
2. No person may sell at the market until a fully completed application to sell has been approved by the Board.
3. New vendors applying after the February 15, 2019 application deadline **may** be granted a **guest** spot at the discretion of the market board which may take 4-6 weeks once the application deadline has passed. Guest vendors may request 3 dates. Additional dates are granted only by invitation of the market manager.
4. The booth spaces are approximately 10 feet wide by 10 feet deep.
5. All booth fees should be paid in advance. Request for instalment payments by Full Time Vendors will be considered at the discretion of the market manager.
6. Location of the booths will be determined by the market manager, with consideration going to Full Time Vendors returning the next consecutive season. Vendors returning after one seasonal absence can not displace the Full Time Vendor returning consecutively.
7. Market manager must be notified the day prior to market day if not attending. This is a courtesy to the market and manager so that empty spaces may be filled. Sudden absence without notice, or a late arrival (after 7:45am) could result in your space being given to a Guest Vendor for that day.
8. Vendors are responsible for their own booth space and any equipment needed to sell their product. Vendors are also responsible for the clean-up of their booth space at the end of each market day.
9. Any vendor needing an electrical hookup must indicate this on the application. The market has **VERY LIMITED** access to electrical outlets with priority given to food vendors. Generators are **not** permitted.
10. The market carries comprehensive liability insurance; however, all vendors are urged to advise their own insurers of involvement with the market.
11. The following goods are considered to be eligible for selling at the market subject to any federal, provincial or local regulations which may apply: vegetables, honey and maple syrup, fruit and berries, meat, fish, poultry, home baking and preserves, firewood flowers, plants and shrubs, crafts, eggs (must be graded).
12. Where applicable (home baking for example), a certificate of inspection by Muskoka District Health Unit must be displayed.
13. All growers must produce 70% of their product. For produce, this is to maintain the farm fresh nature of the market while permitting vendors to offer their customers out of season produce. Requests for exemptions must be made 3 days in advance.
14. Only produce grown in Muskoka may be marked with the Muskoka Fresh logo.
15. The market will have the right to deny access to any vendor who does not meet these requirements or any regulations imposed by the federal, provincial, or local governing bodies.
16. The market management will be responsible for the placement of Market advertisement. Advertising and signage at individual booths must be touching the booth and secured in a manner that does not inhibit the flow of pedestrian traffic or compromise customer safety.
17. Individual prices must be posted on all items.
18. All products must be Ontario grown or produced.
19. Discipline will be handled as follows: 1st. a verbal warning with the manager, and one other board member (witness) with a written document signed by the manager and witness. 2nd. a written warning with a description of the infraction and that the next warning will result in eviction, with a signed (by the vendor, manager and witness) copy provided to vendor and board. If the vendor refuses to sign, that is noted on the document. 3rd. final written warning that the vendor is now evicted with no refund, signed by vendor, manager and 2 board members.

I, _____, have read and understand the Policy statement for the Bracebridge Farmer's Market and will comply with this policy, and all other applicable Federal, Provincial or local regulations. I agree that either my designated helper or I will be present as a vendor at each and every market day that my product(s) are for sale. I will forfeit my rights to sell at the Bracebridge Farmers' Market if I am in non-compliance with the aforementioned policy and regulations. I understand the acceptance of this application is for the 2019 season only and has no bearing on future seasons.

Vendor Signature _____ Market Official _____
 Date: _____ Date: _____

BRACEBRIDGE FARMERS' MARKET 2018 PRODUCE LIST

Must be completed by all Members applying as a **Producer or Producer/ Re-seller**

Please note: To qualify as a Producer, all items must be 100% grown by you.
 Please indicate which Ontario only fruits and vegetables you would like to sell at the market this year. (No produce from outside Ontario will be allowed.) Place a check mark in either the Purchased for Re-Sale or the Self-Grown column. Return this form with your application. If the board does not agree to one or more of the items you want to bring to the market, your application will be returned and may be resubmitted with the indicated changes.

Vegetables Purchased Fruits Purchased

	For Re-Sale	Self-Grown		For Re-Sale	Self-Grown
Asparagus	()	()	Apples	()	()
Beans	()	()	Apricots	()	()
Beets	()	()	Blueberries	()	()
Broccoli	()	()	-cultivated	()	()
Cabbage	()	()	-wild	()	()
Carrots	()	()	Cherries	()	()
Cauliflower	()	()	Cranberries	()	()
Celery	()	()	Currents	()	()
Chard	()	()	Gooseberries	()	()
Corn	()	()	Grapes	()	()
Cucumbers	()	()	Melons	()	()
Eggplant	()	()	Nectarines	()	()
Garlic	()	()	Peaches	()	()
Herbs	()	()	Pears	()	()
Leeks	()	()	Plums	()	()
Lettuce	()	()	Raspberries	()	()
Mushrooms	()	()	Strawberries	()	()
Onions	()	()	Thimbleberries	()	()
Parsnips	()	()	Blackberries	()	()
Peas	()	()	Rhubarb	()	()
Peppers	()	()	Other (specify)		
Potatoes	()	()	_____	()	()
Pumpkins	()	()	_____	()	()
Radishes	()	()	_____	()	()
Spinach	()	()			
Squash	()	()	Flowers		
Tomatoes	()	()	Bedding Plants	()	()
Turnip/ Rutabaga	()	()	Other (specify)		
Zucchini	()	()	_____	()	()
Other (specify) _____	()	()			
_____	()	()			
_____	()	()			
_____	()	()			