



# Barrie Farmers' Market New Vendor Application – 2018/2019 Markets

## APPLICATION TYPE

Category of the business you are applying for:

- Grower/Farmer/Primary Producer (GFP)
- Baker/Prepared Foods/Secondary Producer (BPF)
- Artisan/Artist (A)

*Primary Producers mostly sell products that are grown, raised or produced by themselves on a farm and are intended as food. Products include (but are not limited to) fruits, vegetables, mushrooms, meat and poultry, dairy and dairy products, honey products, maple products, fish, grains, seeds, and grain and seed products.*

*Secondary Producers mostly sell food products that rely on primary products from other sources. Secondary Producers significantly change the ingredients they buy to produce their own products, thereby adding value to the primary products.*

## APPLICANT INFORMATION

Business Name: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_ Instagram: \_\_\_\_\_

Vehicle Type: \_\_\_\_\_ Colour: \_\_\_\_\_ Plate: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

## BUSINESS DETAILS

Attach a 300-400 word description of your business. Tell us about yourself and your product(s) and how your presence will add to the market.

List all other locations where your products are sold (attach additional pages, if necessary):

\_\_\_\_\_  
\_\_\_\_\_

List the name and contact information for each person who will be working in your stall (attach photos):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Select one of the following:

- My business has Commercial Liability Insurance that covers me at the Barrie Farmers' Market. (Attach proof)
- My business has no Commercial Liability Insurance to cover me at the Barrie Farmers' Market.



## **PRODUCT REGULATIONS**

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).

If you will not be selling prepared or processed food, eggs, alcohol, or skincare or natural health products then you can skip this section.

### **Prepared and Processed Food:**

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. Information about obtaining a certificate is available through the Simcoe Muskoka District Health Unit.

Do you have a Food Handler Certificate?

- Yes, my certificate is still valid. (attach a copy)                       No, I do not yet have a valid certificate.

Are the prepared food items you sell produced in a certified kitchen?

- Yes, I use a certified kitchen to produce ALL of the food items that I sell.  
 Yes, I use a certified kitchen to produce SOME of the food items that I sell.  
 No, I do NOT use a certified kitchen to produce any of the food items that I sell.

Date of most recent inspection: \_\_\_\_\_ (attach inspection report)

If you use a certified kitchen for some products and not others then please explain why:

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### **Egg Vendors:**

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

### **Alcohol Vendors (wine, fruit wine, cider):**

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).

### **Skincare and Natural Health Product Vendors:**

All vendors selling skincare and natural health products must have the required license(s) from Health Canada. Attach the relevant paperwork showing the Health Canada approval. If your application is still in process then attach a copy of your application showing the submission date.

## **VENDOR INSPECTIONS & CERTIFICATIONS**

*For the benefit of customers, the Barrie Farmers' Market conducts vendor inspections to ensure the claims made in applications and at the market are true, particularly as they relate to organic products, primary vs. secondary producer status, and re-selling. Any inspections or certifications that you obtain on your own may simplify the Barrie Farmers' Market inspection process.*

*The Barrie Farmers' market allows only certified organic producers to list and promote their products as organic and/or organically grown/raised.*

Indicate all certifications and independent inspections that are relevant to the product(s) you are applying to sell. This includes MyPick Certification through Farmers' Markets of Ontario and Organic Certification. Copies of relevant paperwork may be requested, but are not required with your application.

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Attach at least one photo of each location where your product is grown, raised, harvested, or produced (kitchen, workshop, farm, etc.).

I, the Applicant, agree to allow one or more representatives of the Barrie Farmers' Market (the Board of Directors, the Market Manager, or a suitable agent) to have access to my farm and/or production facilities (including home kitchens) at a pre-arranged time to verify my claims of production and my vendor category.

(Applicant to initial) \_\_\_\_\_

## **REFERENCES**

Please provide two references who can vouch for your business and for the quality of your product(s) and who can describe why your business would make a good addition to the Barrie Farmers' Market.

Reference 1: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Reference 2: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

By providing the name and contact information for these two references I, the Applicant, authorize the Barrie Farmers' Market to contact them for the purpose of determining your suitability for the market. (Applicant to initial) \_\_\_\_\_

## **MARKET FEES**

*PLEASE NOTE: Vendors are not guaranteed the number of stalls they apply for, access to an oversized/vehicle spot, an electrical hook up, or a particular location within the market. Allocation of space and resources depends on availability within the market, the optimal mix of vendors in a particular area, and what best serves the market's customers. All decisions are made by the Board of Directors and/or the Market Manager.*

Duration you are applying for:

- Annual (May 5 up to and including April 27, no market December 29)
- Outdoor Market only (May 5 up to and including October 27)
- Indoor Market only (November 3 up to and including April 27, no market December 29)
- Casual/Weekly (maximum of three markets in total for the market year)

Number of stalls you wish to rent:

\_\_\_\_\_ Outdoor Market – ONE 10' x 10' canopy per stall      \_\_\_\_\_ Indoor Market – ONE 6' x 3' table per stall

Electricity requirements (\$30 PER SEASON for electrical hook-ups):

- No electricity needed       Outdoor Market electricity required       Indoor Market electricity required

If you require electricity, list all appliances for your booth, their load in AMPS, and the season(s) required (20 AMPS max):

- |          |             |                         |
|----------|-------------|-------------------------|
| 1. _____ | AMPS: _____ | Indoor / Outdoor / Both |
| 2. _____ | AMPS: _____ | Indoor / Outdoor / Both |
| 3. _____ | AMPS: _____ | Indoor / Outdoor / Both |

Do you require an oversized/vehicle space (\$50 fee per vehicle or trailer)?  YES  NO

If yes, explain why you require an oversized/vehicle stall and the type of vehicle(s):

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Additional notes on your space requirements, seasonality, or set up. Let us know about anything else that might affect the number of stalls you need, specific weeks you do or do not want a stall, your stall set up, and so on:

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<b>YOUR FEES</b>	<b>\$</b>	<b>#</b>	<b>TOTAL</b>
Membership Fee (one per year) <i>Required for all GFP vendors and all annual and seasonal vendors</i>	\$30		
Annual or Seasonal Stall Fee (per stall)			
<input type="radio"/> Annual (May 5 up to and including April 27, no market December 29)	\$510		
<input type="radio"/> Outdoor Market only (May 5 up to and including October 27)	\$390		
<input type="radio"/> Indoor Market only (November 3 up to and including April 27, no market December 29)	\$390		
Casual/Weekly Stall Fee (per stall, maximum of THREE in total for the market year)			
<input type="radio"/> Indoor Weekly (November, January through April)	\$35		
<input type="radio"/> December Weekly	\$50		
<input type="radio"/> Outdoor Weekly (May 5 up to and including October 27)	\$50		
Electrical Levy (per season)	\$30		
Vehicle Levy (per vehicle, May through October only)	\$50		
<b>TOTAL FEES OWED</b>			

*Rates are NOT subject to HST*

Please submit your total payment along with your application. Cheques should be made out to the Barrie Farmers' Market and will be processed immediately upon your acceptance to the market. Fees can also be paid in cash in person to the Market Manager. Fees for rejected applications will be returned to the applicant.



## Barrie Farmers' Market Rules and Regulations (Condensed Version)

*Full copy available upon acceptance to the Barrie Farmers' Market*

1. Vendors are required to be on site no later than 7:30 a.m. and ready for the market open time at 8:00 a.m. Your stall is to remain set up until 12:00 p.m. unless you receive permission from the Market Manager to dismantle early.
2. All non-paid vehicles are to be moved away from Collier Street and the City Hall parking lot immediately after unloading to leave space for other vendors to unload during set up and for customers during the market.
3. All absences are to be made in writing to the Market Manager by no later than Thursday at 5 p.m. prior to the absence.
4. Only items approved by the Board of Directors may be sold in your stall.
5. If you are selling prepared or processed foods, you must show proof of a Food Handler Certificate.
6. If you are selling alcohol, you must show proof of a Safe Serve Card.
7. All signage and product pricing is to be clearly visible and legible from outside the front of your stall.
8. The Market Manager has the final say in the daily operation of the market. Any unresolved concerns may be made in writing and submitted to the Board of Directors for resolution.
9. An appropriate and respectful attitude towards other vendors, the public, the Market Manager, and the market as a whole is to be maintained at all times.
10. Displays are to be no larger than 10' x 10' in the outdoor season or 6' x 3' in the indoor season.

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

(Applicant to initial) \_\_\_\_\_

### **Product Origin Signage:**

To provide our customers with a more complete shopping experience, the Barrie Farmers' Market allows a limited amount of pre-approved re-selling. The Barrie Farmers' Market also believes that customers have the right to full disclosure regarding the origin of the products they are buying.

As a seasonal or annual vendor you are required to use the We Grow, We Produce, We Raise, and/or We ReSell sign(s) that are provided to you. The sign(s) must be viewable in your booth and filled out in legible writing to clearly identify the origin of your product(s). Use of these signs is required by the Barrie Farmers' Market itself and is separate from any local, provincial, and/or federal labelling requirements for your product(s).

As per the Barrie Farmers' Market by-laws, failure to display the required signage results in a warning in the first instance, a one-Saturday ban in the second instance, and a one-month ban in the third instance. In the fourth instance, you are removed from the market for the remainder of the market year without a refund of fees.

Upon acceptance of this application, I agree to display the appropriate sign(s) for my products. (Applicant to initial) \_\_\_\_\_

### **Waiver:**

As a vendor at the Barrie Farmers' Market, I hold free and harmless the Directors, Members, Employees, Agents, Market Manager, and volunteers, along with the City of Barrie, 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 Barrie 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 Barrie Farmers' Market.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Advisement:**

The application and its components must be submitted in its entirety, complete with signatures, on the due date or the Vendor may be restricted from participating in the market without monetary discount or reimbursement until such time as the Barrie Farmers' Market Board of Directors may determine acceptance of the application.

Information within this Vendor Application may be disclosed as required.

Information within this Application will not be sold.

I have read and agree to this advisement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Application Submission:**

I, the Applicant, have filled in this application truthfully and to the best of my ability. I hereby wish to apply for stall space for the season/year indicated in my application.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPLICATION CHECKLIST**

*Please provide all of the following with your application*

- Business description
- Staff photo(s)
- One copy of your insurance document(s), if applicable
- At least 3 different colour photos of your product(s)
- One copy of your Safe Food Handling Certificate, if applicable
- One copy of your most recent commercial kitchen inspection report, if applicable
- One copy of your AGCO approval , if applicable
- One copy of the Safe Serve card for each stall staff member, if applicable
- One copy of your Health Canada application/approval for skincare or natural health products, if applicable
- One photo of each location where your product is grown/raised/produced (kitchen, workshop, farm, etc.)
- Signatures/initials on:
  - References
  - Market Inspections
  - Rules & Regulations
  - Product Origin Signage
  - Waiver
  - Advisement
  - Application Submission
- Payment for total fees owing as cash or cheque made out to the Barrie Farmers' Market

Applications may be submitted as a complete package electronically by email to [info@barriefarmersmarket.ca](mailto:info@barriefarmersmarket.ca) (Subject Line: New Vendor Application) or by hardcopy to the Barrie Farmers' Market, PO Box 20155, Barrie, Ontario, L4M 6E9. Hardcopy applications may also be submitted in person to the Market Manager at any regular Saturday market.