



Vendor Application Form Season 2017 - INSTRUCTIONS

Please read this page carefully before filling your vendor application as the information explains your agreement with the Brockville Farmers' Market. Also please add a signed copy of the Agreement between the BFMA and the Vendors 2017 to your application.

- 1- Membership Fees.** The fee for 2017 is \$270.00 and \$540.00 for maximum of 2 stalls. Please make cheque payable to the Brockville Farmers' Market Association. A \$30.00 fee is charged for N.S.F.cheques; your application will be held until appropriate fees are paid.
 - 2- Renewal Deadline.** The deadline for renewing your application and thereby keeping your membership on the market for this season is February 28, 2017.
 - 3- Refund Policy.** As per the Refund Policy approved at the Association Meeting of March 27, 2012, all members' requests for refund will be subject to a \$25.00 deductible for administrative purposes. Full refunds (\$245.00) will be remitted if requests are made before the opening of the Market in May. Requests from May to end of June will be reviewed based on the vendor's attendance – and no requests will be accepted after June 30, 2017.
 - 4- Information Needed.** Please ensure that you fill out all sections. You have to describe your "local" business (in 30 words or less). This is an important section as the information will determine if you meet the Jury Committee criteria. This information will also be used (as is as much as possible) to describe your business in our website. **Your description should be complete and accurate as the introduction of new products as a later date might not be accepted.**
 - 5- Your Agreement with the BFMA.** Your signature on the form is your agreement to respect the rules and regulations of the Brockville Farmers' Market stipulated in the following documents:
 - By-Law to Regulate a Public Market in the City of Brockville, No 014-97;
 - Constitution for the Brockville Farmers' Market Association; and
 - Brockville Farmers' Market Association Code of Ethical Practices.**All these documents can be found in our website** www.brockvillefarmersmarket.ca under Membership Info.
- The rules and regulation outlined in these documents will be enforced. Violators may be asked to leave. The BFMA has the last word and reserves the right to make such decisions.
- 6- Mail to.** Once duly completed and signed, your application and fees should be sent to Brockville Farmers' Market Association, PO Box 185 Brockville, Brockville, ON, K6V 6A4
 - 7- Vendor's Permit.** A copy of your form with your allocated stall number(s) when approved will be returned to you as your Seasonal Vendor's Permit for 2017

8- Jury Guidelines. All products to be offered for sale will be juried by the BFMA Jury Committee to ensure they are produced by the applicant, and are compatible with the other products sold at the Market. For **returning members with new products, and new members**, samples must be presented to the BFMA Jury Committee at least a week before Market day; no jurying will take place during the market.

Approval: The BFMA executive reserves the right to refuse acceptance of any applicant or product that is not in keeping with the rules, regulations or standards of the BFMA. Applicants may write to the BFMA to reconsider decisions made on.

9- Questions. If you have questions, please do not hesitate to contact us by email at info@brockvillefarmersmarket.ca



VENDOR APPLICATION FORM - 2017

Please complete and forward with payment to the Brockville Farmer's Market Association, PO Box 185 Brockville, Brockville, Ontario, K6V 6A4

Business name: _____ Owner's name: _____

Address: _____

Postal Code: _____ Telephone: _____

E-mail: _____ Website: _____

Do you have: Facebook , Twitter , Instagram , Other: _____

Describe your business and your primary products you will be bringing for the 2017 season – 30 words or less

Your application is as New vendor – or Renewal

If renewal, give number of years as a full time vendor _____

Start date: _____ Finish date: _____ Electricity required (yes / no) _____

Market days: Tuesday Thursday Saturday

I, (please print) _____, have read and agree to abide by the rules and regulations (see # 5 in Instructions) of the Brockville Farmers' Market.

Date: _____ Signature: _____

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To be completed by the Brockville Farmers' Market Executive

BROCKVILLE FARMERS' MARKET 2017 PERMIT

Business Name _____

Date of approval: _____ Stall(s) allocated: _____

Signature of Chairperson of Brockville Farmers' Market: _____



AGREEMENT BETWEEN THE BROCKVILLE FARMERS' MARKET ASSOCIATION
AND
VENDORS OF THE BROCKVILLE FARMERS' MARKET
2017

Each vendor placing goods for sale on the BROCKVILLE FARMERS' MARKET must agree to and comply with the terms set out by this Agreement.

1. Each vendor shall pay a fee to the Brockville Farmers' Market Association in the amount designated by the Association. Cheques should be made payable to the Brockville Farmers' Market Association. The 2017 per stall fee structure is:

PERMANENT/SEASONAL VENDOR - \$270.00 Membership fee per season/per stall

Daily Vendor – A one time annual administration fee of \$30.00 and a daily fee of \$30.00 per day/per stall

Refunds will be in accordance with the Refund Policy (excluding the administration fee).

2. Brockville Farmers' Market hours are as follows:

Permanent/Seasonal and Daily Vendors:

Tuesday, Thursday, & Saturday 8:00 a.m. to 1:00 p.m.

Vendors are expected to remain at their stand during the whole period of sale, i.e. from 8:00 a.m. to 1:00 p.m. unless previously arranged or because of extreme weather.

3. Each permanent/seasonal vendor must be present on the market a minimum of 15 days throughout the market season or forfeit the right to renew his/her allocated stall(s) (or same in close proximity) for the next year. An attendance record will be kept by the Brockville Farmers' Market Association.

4. Each permanent/seasonal vendor must be on the Market by 8:00 a.m. on designated market days or his/her stall(s) may be reallocated to an existing permanent/seasonal vendor or rented to a daily vendor, respectively starting at 8:30. Market vendors shall not remain on the market grounds past 1:30 p.m. on any market day.

5. When signing the application for a stall(s), permanent/seasonal vendors are required to give the timeframe they plan to be on the Market, therefore allowing the Executive to temporarily reallocate empty stalls for a more organized market.

6. Vendors are limited to having two stalls on the Market and when possible, these stalls should be side by side. Therefore, all vendors must be aware that when renewing their stall(s) even with having met the attendance requirement, they will not necessarily be guaranteed the same stall(s), but will be given stall(s) in close proximity.

7. Stalls that become available will be allocated and assigned by the Executive of the Brockville Farmers' Market Association's taking into account the Market's objectives and priorities and the enabling legislative framework.

8. Vendors must adhere to the principles described in the Code of Ethical Practices.

9. The vendor agrees that all products sold on the Market shall be locally grown or produced. Resale of local products will be allowed only on occasion and after the approval of the Jury Committee. All crafts for sale must be produced by the vendor and approved by the Jury Committee.

10. Vendors of foods (e.g. baked goods, preserves, produce, frozen foods, hot foods, honey, maple syrup, etc) and other goods are responsible to comply with provincial and federal safety and product identification requirements. All products offered for sale are subject to inspection by the City of Brockville, Health Unit, Province of Ontario, and/or Government of Canada.

11. All vendors agree to allow for an inspection of their product(s) and premises, if the need arises.

12. The vendor agrees to accept full responsibility for any loss, damage or accident occurring on the Market as a result of negligence or wilful default on the part of the vendor.

13. Each vendor agrees to keep his/her stall(s) area clean and tidy at all times and must clean up his/her stall(s) before leaving the Market at the end of the market day.

14. Each vendor agrees to keep the area in front of his/her stall (the sidewalk/lane) free of tables, boxes, signs or other objects.

15. A vendor's permit cannot be transferred to any other individual or organization by the permit holder.

16. Vendors who do not comply with the terms of this agreement might have their permit revoked.

17. Each returning vendor who is interested in renewing his/her membership and agrees to comply with the terms of this agreement must submit his/her application and remit the required fee for the new Market Season by February 28 of that year.

CODE OF ETHICAL PRACTICES

The Brockville Farmers' Market, founded in 1833, is one of Ontario's oldest continuously operated markets. It serves the citizenry of Brockville, the Counties of Leeds and Grenville and our immediate neighbours in the United States. The Brockville Farmers' Market takes great pride in its heritage and wishes to ensure its future. It is valuable, therefore, to adhere to the principles governing the Brockville Farmers' Market and be dedicated to the preservation of these principles.

1 The Brockville farmers' Market Association and each of its affiliated vendors shall undertake the obligation to insure that fellow vendors, customers and the public in general enjoy an environment free of harassment, either physical or verbal; i.e. abusive or inappropriate language, abusive or inappropriate physical actions, directed from one to another vendor or directed from a vendor to a member of the public.

2 The Brockville Farmers' Market Association and each of its affiliated vendors shall undertake to maintain a standard of cleanliness in the area(s) of their allocated stand(s) and the market in general

3 The Brockville Farmers' Market Association and each of its affiliated vendors shall respect and ensure the safety of the public by not obstructing pedestrian walkways

4 The Brockville Farmers' Market Association and each of its affiliated vendors shall actively participate to maintain the high standards of products offered to the public, for which Brockville Farmer's Market has become known

5 To insure the application of the above principles, the Brockville Farmers' Market Association and its affiliated vendors, shall have the power to institute disciplinary and corrective proceedings

Dated: _____ Signature _____