



WEDNESDAYS, MAY- OCTOBER 8:30 – 2PM  
PROJECT OF THE PETERBOROUGH FARM GATE SALES  
ASSOCIATION

## Vendor Application Information 2017

### Initial Member/vendor responsibilities:

- Read the vendor vetting process document as well as the market rules, regulations, vendor protocols and responsibilities.
- Fully and accurately complete the application form.
- Sign agreement to abide by market rules, regulations, vendor protocols and responsibilities.

### Initial Association responsibilities:

- Applications will be reviewed by a membership/vendor vetting sub-committee of the Board of Directors and reviewed to see how they fit within our market, after which the Vendor will be contacted in a timely manner.

### Upon acceptance:

#### **Peterborough Farm Gate Sales Association Membership fee**

- Due annually at a cost of \$25 plus \$30 toilet fee
- The fees are due at the Annual General Meeting or by the first day of the market season (no exceptions)

#### **Stall fees and payment schedule:**

- Full season vendor fees are \$220.00 for each stall. Full season is from the first Wednesday in May through the last Wednesday in October.
- **Returning members/vendors:** Payment in full of stall fee is due no later than the beginning of the first market in May, preferably at the AGM.
- **New vendors:** are required to pay \$25 per week for a four (4) week trial period. Then you have the opportunity to either leave market or pay the balance of the regular full season vendor fee (\$120.00) plus membership fees (\$25) and toilet fee (\$30.00). Payments are to be given to the market manager.
- **Occasional vendor:** are required to pay weekly stall fees (\$25) to the market manager.

### All cheques are to be made payable to:

Peterborough Farm Gate Sales Association (P.F.G.S.A)

### All payments are to be made at the AGM or your first day at market (no exceptions)

### General vendor information:

- Each "stall" is a 10 ft wide booth area.
- Each vendor must provide his/her own table and shelter including tie-downs and/or weights.
- Arrival time is between 7:30am and 8:30am (earlier is best), late arrivals will not be allowed to drive in.
- Closing time is 2pm and early pack up and driving out is not allowed.
- You are responsible for your stall area clean up.

Please contact the **Market Manager – Jillian Bishop at 705-927-0727** or [wedmarketevents@gmail.com](mailto:wedmarketevents@gmail.com) for any concerns or cancellations – **48 hour PRIOR notice of non-attendance is mandatory.** A fine of \$25 will be enforced if you fail to notify the Market Manager prior to missing the market (emergency explanations will be considered).

## Vendor Application Form 2017

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

Farm/Business Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Tel#: (H) \_\_\_\_\_ (Other) \_\_\_\_\_ Fax#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Attached Certification or Verification: \_\_\_\_\_

\*Please note or attach other certificates of verifications (MyPick, Food Handlers, Certified Kitchen certificate, other)

If you are a **new vendor** please provide a **complete list** of products that you produce or make and you plan to bring to the market: (please see attached market rules and regulations for details) **You will only be allowed to sell what you have been approved for.**

If you are a **returning vendor**; please list any new products you would like approval to bring to the market:  
**You will only be allowed to sell what you have been approved for.**

Provide a complete list of products (up to 20% pre-approved) that you will be selling that are not from your farm or business, include the name and address of product producer: (please see attached market rules and regulations for details) **You will only be allowed to sell what you have been approved for.**

Please indicate preferred level of stall space that you are requesting:

Entire season (May thru October) \_\_\_\_\_

Fill-in or ad hoc basis (dates of interest) \_\_\_\_\_

Do you need your vehicle on site (please check): Yes \_\_\_\_\_ No \_\_\_\_\_

What type/size of vehicle will you be bringing \_\_\_\_\_

Number of stall spaces that you are requesting: \_\_\_\_\_