



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

Vendor Application Information 2019

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, including attaching of relevant certification & documentation (examples outlined below)
- 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
- ALL fees are due at the Annual General Meeting, or if you are unable to attend, no later than March 15th, cheques post-date cheques for May 1st accepted. No exceptions.

Stall fees and payment schedule:

- Full season vendor fees are \$240 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 at the AGM.
- **New vendors:** are required to pay \$25 per week for a four (4) week trial period. If successful, you then you have the opportunity to either leave market or become a Member by paying the balance of the regular full season vendor fee (\$135.00) 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 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 7:00am and 8:15am (earlier is best), Late arrivals are not allowed.
- 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 ptbodowntownmarket@gmail.com with any concerns or cancellations - **48 hour PRIOR notice of non-attendance is mandatory.**

Vendor Application Form 2019

Name: _____

Farm/Business Name: _____

Full Address: _____

Telephone #: (Cell) _____ (H) _____

E-mail: _____

Before applications are accepted, all vendors agree to a farm/kitchen visit to verify they are producing their own goods

Attached Certification or Verification: _____

*Please attach other certificates of verifications (MyPick, Food Handlers, Certified Kitchen, Artisanal License)

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: _____