



WEDNESDAYS 8:30 – 2PM

MAY – OCTOBER

[WWW.PTBODOWNTOWNMARKET.COM](http://WWW.PTBODOWNTOWNMARKET.COM)

## Vendor Application Information 2020

### Member/vendor responsibilities:

- Read the *Vendor Vetting Protocols* as well as the *Market Rules & Regulations* fully
- Fully and accurately complete the *Vendor Application Form*, including attaching evidence of approved 3<sup>rd</sup> party verification and any other relevant documentation (examples outlined below)
- Sign agreement to abide by Market Rules & Regulations, Vendor Protocols and Responsibilities.

### Committee responsibilities:

- Applications will be reviewed by the Vendor Vetting Sub-committee to determine if they fulfill market requirements and will compliment the diversity of products available at market. All applicants will be contacted in a timely manner to confirm the status of their application.

### Upon acceptance:

#### Peterborough Downtown Farmers' Market fee

- ALL fees are due at the Annual General Meeting, or if you are unable to attend, no later than March 1st, cheques post-date cheques for May 1<sup>st</sup> accepted. No exceptions.

#### Stall fees and payment schedule:

- Full season vendor fees are \$661 (\$585 +HST for each stall)  
Full season is from the first Wednesday in May through October.
- **Vehicles on-site:** There will be an additional \$100 fee to keep a vehicle on-site during market.
- **Returning members/vendors:** Payment in full of stall fee is due at the AGM.
- **New vendors:** are required to pay \$50 per week for a **four consecutive weeks trial period**. If successful, you then you have the opportunity to become a Member by paying the balance of the regular full season vendor fee. Payments are to be given to the Market Manager.
- **Occasional vendor:** are required to pay weekly stall fees (\$50) to the market manager.

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

Peterborough Downtown Farmers' Market

### 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 7:00am 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 and clean up.

Please contact the **Market Manager - Jillian Bishop at 705-927-0727** or [ptbodowntownmarket@gmail.com](mailto:ptbodowntownmarket@gmail.com) with any concerns or cancellations - **48 hour PRIOR notice of non-attendance is mandatory.**

Cheques can be mailed to Peterborough Downtown Farmers; Market  
P.O Box # 2314 Peterborough ON K9J 7Y8

## Vendor Application Form 2020

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

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

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

Telephone #: (Cell) \_\_\_\_\_ (H) \_\_\_\_\_

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

\* Please attach one of the following (My Pick, Artisanal Chicken License, or other approved 3<sup>rd</sup> party verification). **Third party verification or evidence that you application for one of these certifications is in process is required for applications to be complete.**

\*Prepared Food vendors must also provide proof of Kitchen Certification through Public Health.

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.**

Please list any products you would like to bring that are not grown/ produced on your farm.

\*Products must come from a farm, which has 3<sup>rd</sup> party verification. All products will need to be pre-approved through this process, and not compete with existing available products at market. **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: Yes \_\_\_\_ No \_\_\_\_ (There will be an additional \$100 fee for each vehicle)

What type/size of vehicle will you bring? \_\_\_\_\_

Number of stall spaces that you are requesting: \_\_\_\_\_ (Please note that not all requests for multiple stalls can be accommodated)