



## New Sub-Vendor Application 2017

This application is only for potential sub-vendors not currently active within the Thunder Bay Country Market (TBCM). If you have previously applied and were unsuccessful, we encourage you to apply again.

All sub-vending applications are reviewed first by the Manager (with any questions clarified), then to the Vending Committee which meets regularly throughout the year.

Sub-vending approvals are sent to the Board for information but do not require waiting for Board confirmation. Applications are decided on the basis of availability of space, filling gaps in products, and with a focus on local.

<b>Business Details</b>			
<b>Business Name:</b>			
<b>Business Address:</b>			
<b>City:</b>		<b>Postal Code:</b>	
<b>Owner(s) Name:</b>			
<b>Phone Numbers:</b>	<b>Business Phone:</b>		
	<b>Cell Phone:</b>		
	<b>Home Phone:</b>		
<b>Email(s):</b>		<input type="checkbox"/>	Check if preferred
		<input type="checkbox"/>	Check if preferred
<b>Website:</b>			
<b>Business Facebook page:</b>		<b>Number of likes / followers:</b>	
<b>Blog:</b>			
<b>Instagram Handle:</b>			
<p><b>Which vendor do you intend to sell your products through? For all except the General Store, you must have already received approval from the vendor.</b></p> <p>Please note that all arrangements regarding commission are to be between sub-vendors and vendors. We recommend a 10% commission rate.</p> <p>The Market does not take a commission but receives only the annual \$30 Registration fee. Note that sub-vendors will be mentioned on our Facebook page and will be added to our website, but will not receive the same advertising coverage as full vendors. We encourage you to utilize social media to promote the availability of your product at the Market.</p>			
		<input type="checkbox"/>	General Store
		<input type="checkbox"/>	Other:

<b>Please respond to the following questions:</b>	
Have you vended at the Thunder Bay Country Market in the past? <b>If yes, please answer as an attachment to the application:</b> How long did you vend? Why did you leave? Why are you wishing to return as a sub-vendor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have business insurance? If yes, please indicate your liability coverage: <i>Note that any products stored on-site (if applicable) must be covered by your own insurance.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you are a food vendor, do you have full approval from the Thunder Bay Health Unit? If yes, please attach a copy of your permit. If no, please explain why not separately.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING
Is your business subject to any other regulations that we need to be aware of? If yes, please explain:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you read and will you comply with the Thunder Bay Country Market Rules & Regulations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have an established customer base in Thunder Bay or NW Ontario? If yes, please describe:	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>Product Summary</b>				
Please list your primary and secondary products below. For each product, indicate if you “Make it, Bake it, Grow it, or Retail it”. Then attach the relevant supplemental form(s) to your application to describe your products in more detail.				
<b>Primary Product</b>	<b>Make it</b>	<b>Bake it</b>	<b>Grow it</b>	<b>Retail it</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Secondary Products</b>	<b>Make it</b>	<b>Bake it</b>	<b>Grow it</b>	<b>Retail it</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If you require more space, please use the relevant attachment to outline your products.*

## Please describe your business

This description may be used for the Thunder Bay Country Market website and for our Facebook page.

A registration fee of \$30 is required upon application, but the fee will be refunded if your application is not approved. Payment in cash or by cheque only please. Cheques will be held until application is approved. Please make cheques out to Thunder Bay Country Market.

I acknowledge that the information provided above is accurate to the best of my knowledge. I also consent to the Thunder Bay Country Market disclosing my name, company name and contact details to customers enquiring about my products, once I am an approved vendor.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(you may type or insert an electronic signature here)*

- Attachments:**
- |   |   |
|---|---|
| <input type="checkbox"/> Make it product description page | <input type="checkbox"/> Grow it product description page     |
| <input type="checkbox"/> Bake it product description page | <input type="checkbox"/> Retail it product description page   |
| <input type="checkbox"/> Copy of Health Unit approval     | <input type="checkbox"/> Copy of any other relevant approvals |
| <input type="checkbox"/> Other: _____                     |   |

Please send your completed application with all relevant attachments by email to [manager@thunderbaycountrymarket.com](mailto:manager@thunderbaycountrymarket.com) or you may deliver by hand to the Market's Manager Annet Maurer.

Contact the manager for office hours outside of the Market times if you wish to discuss your application in person.