

TBAY MARKET VENDOR APPLICATION AND INFO PACKAGE

tbcm.ca

I ♥
the T Bay
Market



WE MAKE IT.
BAKE IT.
GROW IT.

THANK YOU FOR YOUR INTEREST!

Thank you for your interest in becoming a vendor at the Thunder Bay Country Market!

This application is for vendors that are committed to being at the Market twice-weekly, year round. If you only wish to attend one day of the week or only be at Market for a few weeks, please check out the guest vending package.

There is a lot of information and forms included with this package, so please read through it carefully. For more information or for any questions, please email manager@tbcm.ca or call the Market office at 807-622-1406.

There can be up to 4 weeks between application submission and approval. Each application needs to be reviewed by the Vending Committee and then approved by the Board, so approval time depends on the timing of an upcoming Board meeting.

CLE Grounds- Dove Building - Northern & May Street

Membership

All vendors at the Market have the option to become Market Members. Membership is annual by the vending year and the cost is \$50 / year + HST regardless of when in the year you join.

It is not mandatory to complete the membership application form as part of your application, but if you do, you do not need to pay the application fee until you are approved by the Board.

Insurance

Vendors are not necessarily required to carry their own insurance, but you may still choose to carry your own insurance. The Markets' current insurance policy covers all typical farmers market vendors' operations within the market, specifically excluding any liability arising from a vendor/ producer of any alcohol sold or sampled at the Market or storefront commercial owners or other businesses whose primary operations occur away from the Market, not including "on-farm-stores" operated by the farmer/producer's own property.

WIFI INFORMATION

Wifi available for POS systems.



CONTACT INFO

Phone: 807- 622- 1406

Email: manager@tbcm.ca

SOCIAL MEDIA

Facebook- Thunder Bay Country Market

Instagram- @tbaymarket

HOURS

Market Hours

- Wednesday 330- 630 pm
- Saturday 8 am - 1 pm

Office Hours

- Friday 9am- 4pm
-



INSURANCE CONT...

The market manager will determine if you are required to carry a different policy to operate at the Market. If you do not believe you would be covered by the Markets' policy you may wish to research the cost of this insurance prior to applying to the Market, but you do not need to have the insurance until you are approved to start. You would then require the insurance certificate before you can start.

FOOD VENDORS

If you are applying to sell any type of food at the Market, whether fresh or pre-packaged, there are a number of important criteria that you must meet. These must be done before you can start at Market.

- Safe Food Handling Certification
- Approved Kitchen Facility

o If using your home kitchen, you will require a health inspection.

o If renting an approved kitchen facility (ie RFDA kitchen, or a kitchen in a church hall), you will require copies of their Kitchen

Inspection report and also one of your own while operating within that kitchen.

FOOD VENDORS CONT...

Generally, you are not able to prepare or cook food on site, and food must be transported at temperature (ie if selling hot food, you must bring it to Market hot and keep it hot).

All Market booths selling food will receive a score for their booth at the Market after you begin, which is in addition to your kitchen facility. This score must be displayed in your booth.

The Thunder Bay District Health Unit is a great resource for information regarding selling food to the public.

VENDING AGREEMENT

All vendors must sign a Vending Agreement before starting at the Market. A sample vending agreement is attached.



WE MAKE IT.
BAKE IT.
GROW IT.



FEES



BOOTH	PRICE
Dowstairs interior	\$356.37
Downstairs exterior	\$400.37
Front foyer	\$339.87
Downstairs smaller front booths	\$328.87
Upstairs standard	\$328.09
Upstairs smaller	\$154.54-\$303.09
Upstairs larger corner	\$338.09

Hydro recovery fees \$3 / unit / week (regardless if on or not)
For all electrical appliances except lighting

Outside and/or CSA Pickup Weekly booth fee is \$83.85 + HST

Retail Fee: \$100.00 + HST (\$113)

This fee is charged annually for any approved retail items that are retailed at a booth. See TBCM Policy: *2.Vending – Retail Policy* for more information about Retail items.

Annual Vending Fee: \$100 + HST (\$113)

This fee is charged annually per vending year, regardless of when in the year you join.

Vendors may choose to share a booth to split the costs



CLE Grounds- Dove Building - Northern & May Street



SUMMARY

Being at the Market can be a very rewarding way to build your business in Thunder Bay.

Many businesses have started at the Market and grown beyond our walls and moved on, and many others have established themselves as businesses here and remained but also expanded into local grocery stores and beyond.

Market customers are excited by new vendors and happy to support local! We are excited to welcome new vendors and hope that you will be one of them!

Please see attached copies of all documents.



I ♥ the T Bay Market

We Make It, Bake It, Grow It

Vendor Application

Business Details			
Business Name:			
Business Address:			
City:		Postal Code:	
Owner(s) Name:			
Member Name:			
Phone Numbers:	Business Phone:		
	Cell Phone:		
Email(s):		<input type="checkbox"/>	Check if preferred
		<input type="checkbox"/>	Check if preferred
How can we and our customers find you online?			
Please list your Facebook, Instagram, website and any other online avenues you may have:			
Facebook:	Instagram:		
Website:			
Please describe your business			
This description is not scoreable and may be used for the Thunder Bay Country Market (TBCM) website and for marketing purposes:			

Assessment Questions		
These questions are for all applicants		
I am a current vendor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have an established customer base	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My business is registered provincially	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>*If yes, please provide copy of Master Business License or Farm Business Registration</i>		
My business has commercial liability insurance.	Yes	Insurance is a mandatory requirement for all vendors, with \$2,000,000 liability required. You can be accepted conditionally without insurance. However, once approved, you will need to provide a Certificate of Insurance, with Thunder Bay Country Market as an Additional Insured before you can begin.

The sections below are dependent on your product(s) that you are applying to vend.

Many vendors will fall into more than one category (depending on their items).

For example, you might grow vegetables (Grow It) and also add value to some of the grown items (Make It - Food).

Please fill out all of the relevant sections for your product line(s).

Please keep all pages in the application – but if you are not applying under this section, check this Not Applicable box:

____ **Not applying under this section**

Make It – Arts, Crafts or Services			
Definition: An art, craft or service produced locally by the vendor of original medium or design			
TBCM Definition of Local: West of Wawa, ON and east of Manitoba/Ontario border.			
Products you wish to sell in this category. <i>You do not need to list each item, but group like items – for example, list “children’s books” not each individual title.</i>			
Do you meet the above definition of Make It – Arts, Crafts and Services for 100% of the products you listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If yes, you meet the mandatory requirement. If no, your application will not be accepted.</i>
Are you / is your business solely responsible for your Art, Craft or Service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Please keep all pages in the submitted application – but if you are not applying under this section, check this Not Applicable box:

___ **Not applying under this section**

Bake It and Make It – Food			
Definition: Product which is produced by the vendor from ingredients, in whole or in part, which are grown or bought and which combined together results in processed food.			
TBCM Definition of Local: West of Wawa, ON and east of Manitoba/Ontario border.			
Products you wish to sell in this category. <i>You do not need to list each item, but group like items – for example, list Jam and Jellies, not “strawberry jam” and “cherry jelly”</i>			
Do you meet the above definition of Bake It and Make It – Food for 100% of the products you listed above?	___ Yes	___ No	<i>If yes, you meet the mandatory requirement. If no, your application will not be accepted.</i>
Are 100% of the products listed above made locally by your business?	___ Yes	___ No	
Is your kitchen inspected by the Thunder Bay District Health Unit? (or relevant District Health Unit)	___ Yes	___ No	<i>Yes = Meets mandatory requirement No = Does not meet mandatory requirement. Applicant may be accepted conditionally, until documentation of compliance is received. Contract to vend will not be awarded until this is received.</i>
<i>Please attach copy of your TB District Health Unit Kitchen Inspection Report (or the report from the kitchen you rent to prepare your food)</i>			
In making your product(s) do you shop from Thunder Bay Country Market vendors or from other local farmers?	___ Yes	___ No	

Please keep all pages in the submitted application – but if you are not applying under this section, check this Not Applicable box:

_____ **Not applying under this section**

Grow It			
Definition: Product(s), raw in nature, requiring very little alteration to eat. The products will be garden, greenhouse or cool room grown, or foraged; resulting in either edible or non-edible products. Meat will include farmed animals or will fall under approved an approved commercial license (i.e. fisheries), processed according to relevant provincial / federal licensing.			
TBCM Definition of Local: West of Wawa, ON and east of Manitoba/Ontario border.			
Products you wish to sell in this category. <i>You do not need to list each item, but group like items – for example, pork in variety of cuts – not pork chops and pork roasts, etc.</i> For fruits & vegetables, simply list “seasonal fruits” and/or “seasonal vegetables” and include a list on next pg			
Do you meet the above definition of Grow It for 100% of the products you listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If yes, you meet the mandatory requirement. If no, your application will not be accepted.</i>
Is 100% of your product locally grown or raised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is 100% of your product locally grown or raised by your business ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a member of a registered farm organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Yes (indicate which) NFU OFA CFFO
If you rinse your products, a water test dated less than 6 months is required to be attached, unless you are on City water.	<input type="checkbox"/> Attached <input type="checkbox"/> Pending	<input type="checkbox"/> n/a on City water OR do not rinse product	<i>You will not be able to start vending until you have submitted a water test.</i>
What is your anticipated length of season at Market?	1 to 4 weeks		
	5 to 8 weeks		
	9 to 12 weeks		
	13 weeks or more		
MEAT Only:			
Are you an owner-operator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If yes, you meet the mandatory requirement. If no, your application for this product will not be accepted.</i>
Is your meat processed in an Ontario Gov't approved facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If yes, you meet the mandatory requirement. If no, your application for this product will not be accepted.</i>
FISH only:			
Are your fish purchased from licensed commercial fishers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If yes, you meet the mandatory requirement for this product. If no, your application will not be accepted.</i>

EGGS only:			
Are your chicken* eggs processed through a registered egg grading facility?	___ Yes	___ No	<i>If yes, you meet the mandatory requirement for this product. If no, your application will not be accepted.</i>
<i>*Duck eggs do not require grading</i>			

Plants (non-edible) only:
Describe your business process from start to plants ready for sale:

Plants / produce (edible) only
Describe the variety of products you intend to grow and sell.

OTHER:
 In some specific circumstances, vendors may apply to carry products that fall outside of “Make it, Bake it, Grow it”. However, you must first be an approved vendor before this will be approved. Please see the Market Manager for more information on this policy.

If you have any additional comments that you feel may add merit to your application or if you wish to provide any further explanation of any above question, please use the space below. This section is not scored, but may provide necessary context to the committee for decisions.

Instructions for submission:
 Application MUST be signed – please submit a printed version by hand or scan your signed copy and email to manager@tbcm.ca
 Application MUST include all 5 pages, even if you are not applying under one of the sections.

- I acknowledge that the information provided above is accurate to the best of my knowledge
- I have read & understand the Sample Vending Agreement and I understand that both I and the Board would have to sign the Vending Agreement before I can start vending.
- I have filled out and attached the Thunder Bay Country Market Membership Application form OR
- I am a current Thunder Bay Country Market Member

Signature of Applicant: _____ **Date:** _____