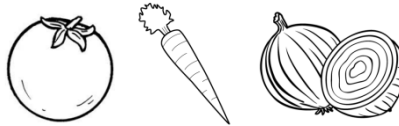




VENDOR APPLICATION



We are an outdoor producer's market, in operation **Thursday 9AM – 2PM** starting the first Thursday in June and ending the last Thursday before Thanksgiving weekend in October.

Thank you for your interest in joining us at the Preston Towne Farmers' Market. Please fill out this form, scan and return via email to: prestontownemarket@gmail.com



Market Purpose

The purpose of the Preston Towne Farmers' Market is to; increase consumption of fresh Ontario grown produce, increase access to fresh, local, healthy food for Preston residents, support local farmers and local food producers and increase social connection within the community of Preston.

Please note the following:

Supplies: Tables and tents are not provided by the Market. You are responsible to provide what you need. This also includes providing all your own change, bags and promotional/informational materials for your customers. Please be prepared for varied weather conditions. Please also consider bio-degradable bags for your customers, such as paper, as we work to be an environmentally-friendly market.

Vendor Vehicle Parking: The roads around the market are *not* closed during market hours, so we must allow for through traffic. Parking of vendor vehicles will only be permitted in designated areas on blacktop in Central Park and Permit lot on Duke St. Each vendor will receive 1 permit for the season. You will be responsible for this permit and displaying it in your vehicle at all times. *Each vendor will only be given 1 permit for the season.*

Start time: Please be set up and ready to sell by 9AM every Thursday. We suggest that you get to the Market for 8AM to have time to get ready for customers. ***We ask that you remain selling until the end of the Market at 2PM,*** at which point you can begin packing up.

Payment: Permanent vendors have the option of either paying in full for the season or monthly through post dated cheques. Payments in full can be made with cash or a cheque at the beginning of the season, **payable to Preston Towne Market.** Please contact our Market Coordinator if you have any questions regarding payment. Visiting vendor's fees will be collected daily. The cost of attending the market is \$25.00 per day for Visiting Vendors and approximately \$380 per season for permanent vendors (or \$20 per day for 19 weeks). **After you have been accepted as a vendor,** please mail cheques before the opening of the Market to: **Preston Towne Market C/O Market Chair Person 761 King St. Cambridge On., N3H 3N8**

Location: Vendors will be provided with a map of the area, showing their spot for this season, closer to the start date. Please be prepared for a shaded or sunny spot as well as the potential for rain and let us know ahead of time if you have any special requests. We will try to accommodate you; however, the final choice of placement will be made by the Market Coordinator and Market Committee.

Continue to page 3 for our market rules and permit information.



Image: Fresh Start Organic Farm, Preston Towne Farmers' Market, 2015

Market Regulations & Permits

We are a **producer's themed market** and are proud to offer a variety of locally grown, organic produce to our community. Vendors are not usually permitted to re-sell produce they purchase, unless you are purchasing from local farms, have seller relationships with them, are an employee of a farm, selling additional produce from a neighbouring farm and/or have been granted special permission from the Preston Towne Farmers Market Coordinator or Committee. Exceptions must be permitted/reviewed on an individual basis and will require written permission from the Market Coordinator. Please indicate in the form below if you are not the sole producer of all of your products.

The Preston Market Committee and Market Coordinator reserve the right to limit/deny items for sale and to inspect your premises of operation to verify compliance with the market regulations. You will be advised which items are approved and are not approved to sell. If you have not obtained prior approval before placing an item on your table, you may be required to remove it from your table immediately.

Any proposed additions or changes to approved items require an additional written application and approval before placing the item on your table for sale.

Vendors are responsible for obtaining their own city permits that are required to be a food seller in the Region of Waterloo. Information regarding your business, the Market and your produce will need to be submitted to Health Protection & Investigation Division at the Region of Waterloo. This form can be found here:

http://www.cambridge.ca/relatedDocs/FarmersMarket_ApplicationForm.pdf

Once you have received your permit, please be advised that you are required to display it in your booth while the Market remains open. **If you need support obtaining your permits, we are here to help!** Just send us an email and let us know.

Additional Information

The Preston Towne Farmers' Market is a non-smoking market. If you choose to smoke you must leave the park premises to do so. Any risks taken by leaving your booth unattended is the responsibility of the vendor and not the Market.

The Preston Towne Farmers' Market is not responsible for any lost, stolen or damaged item.

Please remember to leave no trace, which means removing all items after Market hours and being considerate of the environment by reducing/removing all garbage. Please do not leave anything on site.

We encourage the use of biodegradable and paper bags for your customer as well as a reduction of plastic and other items that are not ecologically-friendly. Please help us keep our park clean and encourage a reduction of waste.



Please Complete the Following Information:

Business Name: _____

Vendor(s) Name: _____

Address: _____

City/Town: _____

Postal Code: _____

Primary Telephone Number: _____

Cell Number: _____

Email: _____ Website: _____

Please check which status you are applying for:

Visiting Vendor

Permanent Vendor

Visiting Vendors please indicate the weeks you would like to join us:

Information on Products/Services:

1. Please list all products (fruits, vegetables, flowers, baked goods, others) that you intend to sell at the Preston Towne Market in 2017. Use back of page if necessary.

2. What is your role in the production of your product(s)? Please be specific. If you do not physically produce the products for sale on property owned by yourself, please indicate clearly where you obtain them. This includes names and addresses of the other farms not owned by you.

Origin of Products and Services:

A. Produce and Other Agricultural Products

- i) Does your business grow or raise your product(s) in Ontario?
Yes No

If any portion of your product(s) is/are grown or raised outside of Ontario, please specify the product and its country of origin:

B. Prepared or Ready to Eat Foods and Baked Goods

- i) Is the product(s) you will be selling processed or prepared by you and your business?
Yes No
- ii) Is your product(s) prepared in a certified, commercial food kitchen?
Yes No

- iii) Has your facility been inspected by a Public Health Inspector?
Yes No

C. Health & Body Care

- i) Is the product(s) you will be selling processed or prepared by you and your business?
Yes No
- ii) Do you use your own formulations/and or recipes to create your product(s)?
Yes No



Additional Information

Please write any additional information not covered that concerns you, your business or your application: _____

The personal information gathered on this form is collected under authority of the Municipal Act and will be used to confirm the above request for vendor space at the Preston Towne Farmers Market.

We ask that all vendors read the above guidelines carefully, then sign, date and return this form to our Market Coordinator as an indication of your willingness to join the market this season: prestontownemarket@gmail.com

Signed: _____

I have read the above guidelines and filled out the required information to the best of my ability.

Date: _____

Office use only:

Market Coordinator: _____

Date Received: _____

Payment Received: _____ season _____ post dated _____ per day