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**Vendor Application**

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| **Business Details** |
| **Business Name:** |  |
| **Business Address:** |  |
| **City:** |  | **Postal Code:** |  |
| **Owner(s) Name:** |  |
| **Member Name:** |  |
| **Phone Numbers:** | **Business Phone:** |  |
| **Cell Phone:** |  |
| **Email(s):** |  |  Check if preferred |
|  |  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: |

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| **Assessment Questions** |
| **These questions are for all applicants** |
| I am a current vendor | \_\_ Yes | \_\_ No | *Yes = 1 pt, No = 0 pts* |
| I have an established customer base | \_\_ Yes | \_\_ No | *Yes = 1 pt, No = 0 pts* |
| My business is registered provincially | \_\_ Yes  | \_\_ No | *Yes\* = 1 pt, No = 0 pts* |
|  *\*If yes, please provide copy of Master Business License or Farm Business Registration* |
| 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**

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| **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.*You do not need to list each item, but group like items – for example, list “children’s books” not each individual title.* |  |
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| Do you meet the above definition of Make It – Arts, Crafts and Services for 100% of the products you listed above? | \_\_ Yes  | \_\_ No | *If yes, you meet the mandatory requirement. If no, your application will not be accepted.*  |
| Are you / is your business solely responsible for your Art, Craft or Service? | \_\_ Yes | \_\_ No | *Yes = 1 pt, No = 0 pts* |

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**

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| **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.*You do not need to list each item, but group like items – for example, list Jam and Jellies, not “strawberry jam” and “cherry jelly”* |  |
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| Do you meet the above definition of Bake It and Make It – Food for 100% of the products you listed above? | \_\_ Yes | \_\_ No | *If yes, you meet the mandatory requirement. If no, your application will not be accepted.*  |
| Are 100% of the products listed above made locally by your business? | \_\_ Yes | \_\_ No | *Yes = 1 pt, No = 0 pts* |
| Is your kitchen inspected by the Thunder Bay District Health Unit? (or relevant District Health Unit) | \_\_ Yes | \_\_ No | *Yes = Meets mandatory requirementNo = 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.* |
| *Please attach copy of your TB District Health Unit Kitchen Inspection Report (or the report from the kitchen you rent to prepare your food)* |
| In making your product(s) do you shop from Thunder Bay Country Market vendors or from other local farmers? | \_\_ Yes | \_\_ No | *Yes = 2 pts, No = 0 pts* |

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**

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| **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.*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.**For fruits & vegetables, simply list “seasonal fruits” and/or “seasonal vegetables” and include a list on next pg* |  |
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| Do you meet the above definition of Grow It for 100% of the products you listed above? | \_\_ Yes | \_\_ No | *If yes, you meet the mandatory requirement. If no, your application will not be accepted.*  |
| Is 100% of your product locally grown or raised? | \_\_ Yes | \_\_ No | *Yes = 1 pt, No = 0 pts* |
| Is 100% of your product locally grown or raised **by your business**? | \_\_ Yes | \_\_ No | *Yes = 1 pt, No = 0 pts* |
| Are you a member of a registered farm organization?  | \_\_ Yes | \_\_ No | *Yes (indicate which) = 1 pt, No = 0 pts*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. | \_\_ Attached\_\_ Pending | \_\_ n/a on City waterOR do not rinse product | *You will not be able to start vending until you have submitted a water test.* |
| What is your anticipated length of season at Market? | 1 to 4 weeks |  | *0 points* |
| 5 to 8 weeks |  | *1 point* |
| 9 to 12 weeks |  | *2 points* |
| 13 weeks or more |  | *3 points* |
| **MEAT Only:**  |
| Are you an owner-operator? | \_\_ Yes | \_\_ No | *If yes, you meet the mandatory requirement. If no, your application for this product will not be accepted.* |
| Is your meat processed in an Ontario Gov’t approved facility? | \_\_ Yes | \_\_ No | *If yes, you meet the mandatory requirement. If no, your application for this product will not be accepted.* |
| **FISH only:** |
| Are your fish purchased from licensed commercial fishers? | \_\_ Yes | \_\_ No | *If yes, you meet the mandatory requirement for this product. If no, your application will not be accepted.* |
| **EGGS only:** |
| Are your chicken\* eggs processed through a registered egg grading facility?*\*Duck eggs do not require grading* | \_\_ Yes | \_\_ No | *If yes, you meet the mandatory requirement for this product.If no, your application will not be accepted.* |

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| **Plants (non-edible) only:** *Up to 2 pts* |
| Describe your business process from start to plants ready for sale: |
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| **Plants / produce (edible) only:** *Up to 2 pts* |
| Describe the variety of products you intend to grow and sell. |
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**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 2019 Thunder Bay Country Market Membership Application form OR

 **[ ]**  I am a current 2019 Thunder Bay Country Market Member

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