

## 2. Vending – Retailing Policy

This policy is for approved Thunder Bay Country Market (TBCM) vendors who have a current booth at the Market and wish to apply to add products to their booth that they do not produce themselves.

This policy is the guiding policy for the Market Manager and Vending Committee with relation to approval of retail items.

1. Items that previously fell under Retail It category are now split into **3 distinct categories**:
  - a. **Accessory** – An item that is not made locally, does not duplicate a local product already at Market, is a direct and natural fit within the booth, is complementary to the booth's product line and is sold in conjunction with their products.  
**Example:** A local milk vendor selling bottle brushes for cleaning out their milk bottles.
  - b. **Retail** – Item(s) that are not local, are not duplicating local, but are from Ontario. Items from outside of the province would be only considered if strong case was made. Items from outside Canada would not be considered. Retail items must be complimentary to the booth's product line.  
**Example:** A local farm selling Ontario produce that is not currently available / in season in Thunder Bay to supplement local produce.
  - c. **Local Retail** – Locally made, but not by the vendor. The maker/baker/grower can't attend market and has a relationship with the vendor who sells on their behalf. Signage must clearly indicate the local maker as separate to the booth operator to avoid any confusion. For the local retail category, the local maker must apply to be a member.  
**Note:** TBCM defines local as "West of Wawa and east of the Manitoba/Ontario border".  
**Example:** A meat vendor selling lamb on behalf of their neighbouring farm.
2. **Application process** – all applications for the above categories must be on the 2019 Retail It application form. For those applying under the Local Retail category, a membership application form and membership fee must also be attached.
3. **Insurance** – the applying vendor confirms that their insurance policy will cover any retailed item and that the Market is in no way responsible for any Retail item.
4. **Commission** – the Market is in no way responsible for any commission or other payment arrangements between the approved vendor and their Retail items.
5. **Fees** – the updated Retail Fee is \$50 for the application. For those applying under Local Retail, membership fee must be also be included (reminder that membership fee is per calendar year).
6. **Approvals** – all approvals of Retail items under any of these categories would be valid until the termination of the Vending Agreement i.e. end of contract, with the condition that the product would be removed with 30 days' notice if it becomes competing with a vendor. Applications would be considered by the Vending Committee and recommendations submitted to the Board for approval. Upon approval, the vendor would receive letter confirming approval.
7. **Awareness** – any Retail items approved will be listed on the Market's webpage for the booth, clearly indicated as Retail approvals to provide transparency for customers.