

Vendor Application Information Package

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

We are looking for vendors that are committed to being at the Market twice-weekly. We are not taking applications for vendors that only wish to work on Saturdays or only be at Market for a few weeks.

There is a lot of information and forms included with this package, so please read through it carefully. If you still have questions **after** reviewing the information, please email manager@tbcm.ca or call the Market office on 622-1406.

There is a delay in applying to the Market between application submission and approval. As each application needs to be reviewed by the Vending Committee and then approved by the Board, it does depend on the timing of an upcoming monthly Board meeting.

If the Market is currently full to capacity with booths, you may potentially be approved pending space. If so, we will keep you updated (and usually let you know we are full when you apply). Once we have space, we will call to see if your interest has changed and if you are still interested, you can pay and set up your booth. We generally recommend vendors start on a Wednesday to get the sense of the space and your neighbours rather than diving right in on a busy Saturday.

Membership

All vendors at the Market must be Market Members. Membership is annual by calendar year and the cost is \$100 / year + HST regardless of when in the year you join.

While you need to complete the membership application form as part of your application, you do not need to pay the application fee until you are approved by the Board pending payment.

Insurance

Each booth at the Market must carry liability insurance for \$2 million, with the policy that also names the Market as an Additional Insured. You should research the cost of this insurance prior to applying to the Market, but again, 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.

Many of our vendors work with the two insurance brokers below, so you may want to receive a quote from them as they know what the Market requires (you can of course work with any insurance company). Sometimes, you can also add a rider to your home policy (not available for food booths or booths that sell baby items).

Jones & Associates on Memorial Ave, usually Ryan Gagnon
The Cooperators on Edward St, usually Scott Mol

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 and generally are required in order to apply (so we can be confident you will meet the requirements).

- Safe Food Handling Certification

- **Approved Kitchen Facility**
 - If using your home kitchen, then you will require a health inspection, a fire inspection and a business license). Copies of each of those will need to be provided with your application.
 - If renting an approved kitchen facility (ie Roots to Harvest kitchen, or a kitchen in a church hall), you will require copies of **their** Kitchen Inspection report.

You are not able to make food on site (ie you may not build a sandwich), 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 combined with the score from your kitchen facility. This score must be displayed in your booth.

The Market Kitchen and Market Coffee Shops are not eligible for applications at this time.

Vending Agreement

All vendors must sign a Vending Agreement before starting at the Market. A sample vending agreement is attached. Please pay attention to section 5 which outlines the expectations we have of vendors.

Fees

The fees tables is attached on the next page. It is usually Appendix A of the Vending Agreement but has recently been updated to reflect COVID changes, therefore it is attached here but the original is also on the Sample Vending Agreement.

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, as long as your product and service is good.

We look forward to welcoming new vendors and hope that will be you!

Regards,

Annet Maurer
Market Manager

manager@tbcm.ca

Enclosed: **Market Fees** pg 3
 Vending Application Form pgs 4 – 8
 Membership Application Form pg 9

Appendix A – Market Fees – 2020/21

* Updated September 11, 2020 to reflect COVID changes to monthly invoicing *

Market booth fees

1. These fees are valid until February 28, 2021.
2. Indoor booth fees are invoiced monthly, inc applicable hydro fees.
 - a. Invoices will be provided at the first Market of the new month.
 - b. Invoice must be paid in full before the new month begins.
 - c. If a vendor leaves partway through a month without prior notice and has paid their fees, the vendor will receive credit for fees unused only once the booth has been refilled.
3. Vendors may choose to pay their invoice in full, or may pay down their balance throughout the month. You will NOT receive a statement each week. You may ask the manager at any time what your outstanding balance is, but it is also your responsibility to track your payments.
4. We encourage vendors to pay by e-transfer payments@tbcm.ca if able – no password required as it is set to auto-deposit.
5. There are no longer storage fees for Christmas or Moose Hall. Vendors pay for each week in December and January, regardless of if the Market is closed for the holidays.
6. There are no longer annual fees nor attendance credits.
7. While outdoor vendors pay only when attending, if they have booked space and do not give 48-hours notice of non-attendance, they will still pay the booth fee. If appropriate notice is given and they have already paid their monthly fee, they will be given credit towards following month or refunded the amount.

Indoor Fees:

Downstairs	Weekly booth fee is \$53.00 per week + HST
Upstairs	Weekly booth fee is \$48.00 per week + HST
Upstairs – partial booths (3) <i>full width front facing space but without the full depth of space, as well as the booth immediately beside the Manager’s office.</i>	Weekly booth fee is \$36.00 per week + HST
Half booths	<i>where two vendors work together in one regular booth space, each pay a half booth fee as per above rates</i>
Hydro recovery fees For all electrical appliances except lighting	\$2 / unit / week (regardless if on or not) Charged monthly

Outdoor fees:

Outside	\$53.00 + HST if attending both Sat & Wed
	\$11.00 + HST if Wed only
	\$48.00 + HST if Sat only
CSA Booth Fees pre-paid pickups only, no selling	\$11 + HST Wednesdays \$22 + HST Saturdays

Retail Fee

\$44.25 + HST (\$50)

This fee is charged annually (max 1 fee per booth) for any approved retail items that are retailed at a booth. See TBCM Policy: 2. *Vending – Retail Policy* for more information about Retail items.

Commission

10, 15 or 20%

If the Market sells items on your behalf the Market will pay you the retail value of the item less commission. Payments will be applied as booth credit for the next month or is paid out monthly. *Commission is scaled according to sales volume but in the Market Store minimum is 15% due to costs involved.*

I ♥ the TBay Market

We Make It, Bake It, Grow It

Vendor Application 2020

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.
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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?	<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 100% of the products listed above made locally by your business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your kitchen inspected by the Thunder Bay District Health Unit? (or relevant District Health Unit)	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<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

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> <i>For fruits & vegetables, simply list “seasonal fruits” and/or “seasonal vegetables” and include a list on next pg</i>			
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@tbc.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 2020 Thunder Bay Country Market Membership Application form OR
- I am a current 2020 Thunder Bay Country Market Member

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

I *the* TBay Market

We Make It, Bake It, Grow It

2020 Membership Application Form

1. Annual membership is \$113 (\$100 plus HST) and expires each year on December 31.
2. A membership in the Corporation is held by a single person and is not transferable.
 - a. As memberships are individual, please choose the individual that wishes to be the member.
 - b. Multiple people within vendor's booth can hold memberships, but each membership requires Board approval and each must be paid in full.
3. A vendor of the Thunder Bay Country Market must hold at least one valid membership of the corporation. However, membership does not provide the right to vend.
4. All new approved members will receive an information sheet about membership rights and expectations as well as a receipt of payment within a few weeks of Board approval.
5. Annual renewals do not require this form but require only payment of the membership fee.
6. If your membership lapsed in the previous year, you will need to reapply.
7. If applying for membership as part of a vending application, do not submit payment of the fee until the Board has approved your membership and vending application.

Membership Applicant Details:

Individual Name:	
Associated Business: (if any)	
Mailing Address:	
Phone:	
Email:	Membership information is sent out as needed via email. Please ensure you update us with any changes to your best email address.

Office Notes:

Application received on: _____ (date)

Payment received: Cash _____ Cheque _____ (cheques made out to Thunder Bay Country Market)

Application reviewed/approved by Board on: