GUEST VENDOR INFO PACKAGE

tbcm.ca

I ♥ the TBay Market

WE MAKE IT.
BAKE IT.
GROW IT.

WELCOME

We are thrilled to have you join us as a guest vendor at the Thunder Bay Country Market! Our Guest Vendor Guide is here to make sure your time with us is a success and that you get the most out of your experience. This guide gives you a brief overview of the important information you should know. Remember to refer to the guest vending agreement you signed, which outlines our detailed rules & regulations. It's important to be aware of, understand, and follow the terms of the contract. If you have any questions or concerns, please feel free to get in touch with us. We are happy to help!

CLE Grounds- Dove Building - Northern & May Street

How It Works

1. **Guest vendors must fall under the ‘make it, bake it, grow it’ categories.**
2. **Guest vendors must submit an application for approval**
3. **Guest vendors are required to sign a guest vendor agreement, outlining the rules and regulations of the market.**

Your Space

1. **Guest vendors will be provided with a 6ft table and two chairs.**
2. **Guest Vendors will be able to leave their display set up at the market between market days.**
3. **Guest Vendors who need electrical will need to coordinate with the market before starting.**
4. **The market provides wifi for vendors to use to run their pos systems.**
5. **The market is open Friday's 9-4 for guest vendors to complete any display or booth designs, or to bring in additional products.**

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

BOOKING INFO

1. **Guest vendor bookings are offered in 4-week periods (no one-offs). A guest vendor can request 4 different weeks throughout the vending year (March 1- Feb 28)**
2. **A week of vending is one Wednesday and one Saturday. Weeks can be booked non consecutively but Wednesdays and Saturdays can not be broken up.**
3. **The same fee applies if the guest vendor chooses only to attend one day of the weekly booking and not both Wednesday and Saturday.**
4. **Booking is on a first come first serve basis, so in order to accommodate all 4 weeks of vending, it is advised the guest vendor request all vending dates in writing, to the manager before their first vending date.**
5. **Bookings and payments can not be rolled over into the next vending year.**
6. **November and December are blocked off for guest vendors to book. A separate booking and pricing are open for this period.**
7. **Guest vendors who have booked previously throughout the year and wish to book in the Christmas period may request to book in the blackout period. If approved, a premium charge will be applied for the weeks booked within this period.**

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PAYMENT INFO

1. **The vending fee is $150+ HST per week**
2. **Guest vendors are not required to pay the annual fee**
3. **50% of the payment is required before the first day of vending, and 50% of the payment is required before the 3rd week of vending.**
4. **The fee is the same, regardless of the location of the vendor- upstairs, downstairs or outside.**

WELCOME TO THE TBAY MARKET!

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