



2017 Vendor Application

Please fill the form in completely and return it to:

info@lakefieldfarmersmarket.net

- or -

Lakefield Farmers' Market
 P.O. Box 22
 Lakefield, ON
 K0L 2H0

Name:	Business Name:
Email:	Telephone:
Mailing Address:	
City/Town:	Postal Code:

Please indicate if you are able to help the market in any way:

<input type="checkbox"/> Yes I would like to help!	<input type="checkbox"/> No I am unable to help at this time.
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If yes, please describe how:

Advertising/Promotion <input type="checkbox"/>	Social Media <input type="checkbox"/>
Special Events <input type="checkbox"/>	Management Board <input type="checkbox"/>

Stall Type:

Please indicate which type of stall you are applying for by completing the corresponding field below:

Full Season (May 25 – Oct 5, 2017)

Stall Fees: \$220 per season per stall (\$11.00 per week) plus a \$25 Annual Membership Fee & \$25 Application Fee

As a full season vendor, your annual membership fee grants you voting rights at market board meetings.

At least 50% of stall fees are due upon application approval. Full payment is due by the first day of market (May 25th). Payment can be made by cash or cheque. Please let us know if you require a receipt.

Total Number of Stalls (up to 3):

Total Stall Fees: (\$220 x # of stalls) + \$25 membership fee + Application Fee:

Note: A full season stall indicates that you are committed to attending market each week. In exchange for this commitment, full season vendors are given a discounted weekly stall fee rate. A full market correlates with higher patron traffic, and vendor attendance is vital to the success of the market. If you need to miss a market day, please provide the Market Manager with as much notice as possible (ideally at least a week). If no notice is given, the Lakefield Farmers' Market reserves the right to reassign your stall to another vendor. Stall fees and membership fees are non-refundable.

Pro-Rata (a commitment of 8 market weeks or more)

Stall Fees: \$15 per week per stall, plus a \$25 Annual Membership Fee & \$25 Application Fee

As a pro-rata vendor, your annual membership fee grants you voting rights at market board meetings

At least 50% of stall fees are due upon application approval. Full payment is due by the first day of market (selected by the vendor below).

Preferred Start Date:

Preferred End Date:

Total Number of Weeks (must be at least 8):

Total Number of Stalls (up to 3):

Total stall fees: (# of weeks x \$15)(# of stalls) + \$25 membership fee + \$25 Application Fee:

Note: A pro-rata stall indicates that you are committed to attending market for at least 8 weeks. In exchange for this commitment, pro-rata vendors are given a discounted weekly stall fee rate. A full market correlates with higher patron traffic, and vendor attendance is vital to the success of the market. If you need to miss a market day, please provide the Market Manager with as much notice as possible (ideally at least a week). If no notice is given, the Lakefield Farmers' Market reserves the right to reassign your stall to another vendor. Stall fees and membership fees are non-refundable.

Daily Stall (up to 4 weeks)

Stall Fees: \$30 per week per stall, plus a one-time \$25 Application Fee

Full payment is due by your first scheduled market day (specified by the vendor below).

Preferred Dates (maximum of 4 days):

Total Number of Weeks:

Total Number of Stalls (up to 3):

Total Stall Fees: (# of Weeks x \$25) (# of stalls) + & \$25 Application Fee:

Note: A full market correlates with higher patron traffic, and vendor attendance is vital to the success of the market. If you need to miss a market day, please provide the Market Manager with as much notice as possible (ideally at least a week). If no notice is given, the Lakefield Farmers' Market reserves the right to reassign your stall to another vendor. Stall fees are non-refundable.

Vendor Type:

Please indicate below which vendor class you belong to and briefly describe the products you wish to sell at market. You may fit into more than one of the categories below, so please fill out each section that is appropriate for your business.

Agricultural Vendor

Brief Product Descriptions:	
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Note: As a growers-only market, the Lakefield Farmers' Market requires that all agricultural vendors be MyPick verified. This is a non-invasive process which verifies that all agricultural products at the Market are sold by the farmers who produce them. To begin the application process (through Farmers' Markets Ontario), please visit the MyPick website:

www.farmersmarketontario.com/mypick/

You must submit proof (i.e. a submitted MyPick application) before the first day of market (May 25th) in order to qualify as an agricultural vendor at the Lakefield Farmers' Market.

Prepared Food Vendor

Brief Product Descriptions:	
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Note: Preference will be given to applicants who demonstrate that their products feature or contain mostly locally produced and sourced ingredients. Not all ingredients must meet this criteria, but the more that do, the better. Before being allowed to sell at the Lakefield Farmers' Market, all prepared food vendors must submit full copies of their most recent kitchen inspection report (available through the Peterborough County-City Health Unit) to the Market Manager. It is also highly recommended that prepared food vendors attend a Food Handler's Course.

Artisanal Vendor

Brief Product Descriptions:	
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Note: Only artisanal products which you have made yourself are permitted at the market (no reselling is allowed). Preference will be given to artisanal vendors who demonstrate that their wares contain natural/recycled/locally sourced materials (please make sure to list these in your product descriptions above). All artisanal wares will be evaluated for market suitability by the Lakefield Farmers' Market artisanal jury. You will be contacted by the Market Manager to arrange for the submission of a portfolio of your work to the Market's artisan jury. Generally speaking, high quality photographs of your products will suffice.

Special Events

Would you be interested in attending special events held by the market throughout the year (i.e. a Christmas market)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Vendor Profile

Each vendor at the Lakefield Farmers' Market is given a page on our website that describes their business and lists all relevant contact information. Please provide us with the description of your business that you would like to appear on your Vendor Profile, as well as links to your website and any social media that you use.

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How can your customers find you online?

Website:
Facebook:
Twitter:
Instagram:
Other:

Terms:

Submitting an application to the Lakefield Farmers' Market does not guarantee a place in the market. The management team reserves the right to choose vendors who fit most closely with the vision of the market, which is to provide high quality, locally-produced food and artisanal wares to our customers.

Established or returning vendors have first right of refusal of their previous stalls. New vendors will be assigned a stall based on availability and the best interests of both the Lakefield Farmers' Market and the vendor. Eligible new vendors will be selected on a first-come, first-served basis until market stalls are full.

Once signed, this document is considered binding for all vendors who accept their invitation to sell at the Lakefield Farmers' Market. Barring exceptional circumstances, the Lakefield Farmers' Market runs rain or shine, for 21 weeks from May to October (specific dates vary year-to-year). It is expected that all vendors will honour their agreed-upon time commitment to the market, whether full season, pro-rata, or daily.

Vendor fees are non-refundable. 50% (or more) is due at the time of acceptance into the market. If your first payment is not received in a reasonable timeframe after the acceptance of your application, the Lakefield Farmers' Market reserves the right to reassign your stall. The remainder of your stall fees are due on or before your first scheduled market day. Receipts will be issued only at your request.

Vendor Declaration:

I declare that the information provided above is true and accurate, and that I have read the Lakefield Farmers' Market Vendors' Handbook and agree to abide by its rules and regulations. I understand that the Lakefield Farmers' Market is meant to be a market for local producer-vendors, and that re-sellers are not eligible for membership.

Name of Applicant:	Date:
Signature of Applicant:	