



CITY OF BELLEVILLE

FARMERS MARKET VENDOR APPLICATION



Applicant Information

Farm/Business Name:

Your Name:

Phone:

Address:

City:

Province:

Postal Code:

Email address:

Product Information

What percentage of products for sale are grown, produced, processed, prepared, or made by you?

- 95% or more
 75% or more
 50% or more
 less than 50%

Will you be selling: (Check all that apply)

- Farm Products
 Processed Foods
 Served Food
 Nothing Edible

Are you a "producer of farm products, **primarily** selling or offering for sale your own products?" **YES NO**

Which farm products do **you** produce?

- vegetables & herbs
 fruits
 grains
 mushrooms
 flowers
 seeds
 live plants/seedlings
 meats
 dairy
 eggs
 fish
 maple products
 honey

How many acres do you use?

How many square feet of greenhouse?

Do you produce any farm products at a location other than the address above? If so provide the address(es)?

Are you selling any processed foods or serving food? **YES NO**

If yes, you are required to submit a **Food Vendor Notification** with this application, which will be sent to the Hastings Prince Edward Health Unit. They will follow up with you to help you meet applicable regulations.



Are you selling any handicrafts, arts or other non-food goods? **YES NO**

Please list ALL products available for sale. Be specific. Attach an additional page if needed.

Market Attendance

Applicant type

Annual Lease (apply by Jan 31st, board allocates leases in February each year or on a rolling basis thereafter as available)

Daily Vendor (we'll fit you in as we can, to get a stall number contact market manager Jackie Tapp 48h ahead between 9am and 5pm at (613) 848-8432 text or call)

Approximate start /end to your market season:	From: (month)	To: (month)
---	---------------	-------------

Expected Attendance:	Tuesday: YES NO	Thursday: YES NO	Saturday: YES NO
----------------------	-----------------	------------------	------------------

Expected Arrival and Departure Time: (Open 8-5 and all vendors should be present 9-2)

Stall Requirements

How many stalls are you requesting?	Vehicle: (not to exceed 22.6')
-------------------------------------	--------------------------------

Do you require electricity? YES NO	If yes, for what purpose?
------------------------------------	---------------------------

Farmers Market Association Information

City of Belleville By-law No. 14187 (item no.10) states:
"A vendor, or person who applies to become a vendor, must be a member in good standing of the Farmers' Market Association".

Rate Structure payable only AFTER acceptance

Daily Vendors will pay \$30/day up to a total of \$185 after which fees are waived; you're paid up for the year.

Annual Leaseholders will be contacted after acceptance to pay:
 1) a Lease Fee to City of Belleville per stall (9x12ft): \$125 with parking, or \$90 without parking
 2) an Membership Fee to the Belleville Farmers Market Association: \$60 per stall

Administration

- **All vendors** are required to fill out this form. Lease applicants must also complete the **Lease Agreement**. Any vendors selling processed foods or serving food must also submit the **Food Vendor Notification**.
- Failure to submit **ALL** paperwork will delay your application.
- Annual Lease applications will be considered by the Market Board in February, and stalls will be allocated. If there are remaining stalls available, late applications will be considered wherever possible on a rolling basis.
- It is the vendor's responsibility **to be aware of and follow any and all applicable regulations** pertaining to the sale of their products.

Please fill out this application and lease agreement accurately and truthfully as any misrepresentation could lead to immediate dismissal with no refunds.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF BYLAW 14187 AND MY LEASE AGREEMENT* AND I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE MAY BE CAUSE FOR REMOVAL FROM THE BELLEVILLE FARMERS' MARKET.

*daily vendors are excluded from this provision

Signature of applicant:	Date:
-------------------------	-------