

## **Vendor Application Form**

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### **Contact Details: \***

**First and Last Name:**

**Business/Vendor Name:**

**Business Phone Number:**

**Cell Phone Number:**

**Email:**

**Website Link:**

**Facebook Link:**

**Instagram Link:**

**Country:**

**Street Address:**

**Mailing Address (if different from above):**

**City:**

**Province:**

**Postal Code:**

**Name of Primary Person(s) at Booth and their cell number:**

## **Vendor Details: \***

### **Are you a new or returning vendor?**

- New Vendor
- Returning
  - How many years have you attended the:
    - Gananoque Farmers' Market?
    - Gananoque Craft Market?

### **I am a:**

Select all that applies.

- Farmer/Agricultural Producer
- Food and Beverage
- Baking/Processed
- Arts & Crafts
- Vintage & Antique Products
- Services
- Food Concession
- Mobile Food Truck

### **Please indicate if you are part of any of the following organizations**

- Farmers' Market of Ontario
- MyPick Verified Local Farmer
- Ontario Farm Fresh
- Ontario Berries
- Ontario Maple Syrup Producers' Association
- Ontario Federation of Agriculture
- Ontario Ministry of Agriculture, Food and Rural Affairs
- Ecological Farmers Association of Ontario
- National Farmers Union
- Canadian Food Innovation Network
- None
- Other. Please indicate the organizations you are part of:

## **Vendor Booth Details: \***

### **I would like to participate in the:**

- Gananoque Farmers' Market (Thursdays from 4 p.m. to 7 p.m.)
- Gananoque Craft Market (Saturdays from 10 a.m. to 4 p.m.)

### **I am applying to be a:**

Please note you are required to bring your own tent (10' x 10'), table and chairs.

- Weekly Vendor (Every Thursday and/or Saturday)
- Bi-Weekly Vendor (Every other Thursday and/or Saturday)
- Monthly Vendor (One Thursday and/or Saturday a Month)
  - Please provide dates
- Occasional Vendor
  - Please provide dates

### **I need electricity for my booth:**

Please note we only have 15AMP; 110 Volt Service. Mobile Food Truck Vendors will need to have a generator. There is no extra charge for electricity.

- Yes
- No

## **Vendor Product Details: \***

### **Items or produce which you intend to sell:**

Any changes to the items or products you plan to sell must be submitted to the Town of Gananoque and updated on this application.

### **Produce & Farm Products**

- Cheese/Dairy
- Eggs/Poultry
  - Please provide egg grading station and registration number:
- Fish
  - Are your fish purchased from licensed commercial fishers?
    - Yes
    - No
- Fruit & Vegetables
- Grains/Herbs
- Honey/Maple Products
- Meat/Poultry (meat must be from an inspected animal)
  - Please provide a copy of the inspection report for the meat processing facility:
- Mushrooms
- Plants/Flowers/Seeds

### **Prepared & Processed Foods**

- Baked Goods
- Canning, Preserves & Sauces
- Maple Syrup
- Processed/Served Food
- Prepared Food/Food Truck (Specify): \_\_\_\_\_

### **Craft & Artisan**

- Art Prints/Home Décor
- Handmade Crafts
- Jewelry/Cosmetics
- Textiles/Clothing/Accessories
- Woodwork/Metalwork

### **Beverages**

- VQA / Cider / Brewery / Spirits / Mead / Wine

- Staff selling & sampling alcohol will possess a SmartServe Ontario Certificate, please provide copies:

**Other/Community**

- Community Partner
- Petting Zoo
- Other: \_\_\_\_\_

**Are you a farmer?**

i.e., do you grow agricultural products for sale?

- Yes
- No

**The products I sell are made from:**

Check all that apply

- Produce I grow myself
- Produce purchased from local growers
- A combination of both
- Crafts/items I make entirely by myself
- Other (please specify):

**For my value-added products**

E.g., baked goods, jams, pickles, preserves, sauces

- All ingredients are made exclusively from produce I grow
- Ingredients are made from produce purchased from local growers
- Ingredients are made from a combination of both
- N/A

**Will you be selling any prepared food?**

Prepared food is defined as any food that is handled, cooked, baked, preserved, etc.

- Yes
- No

- N/A

**My meat, honey, syrup or cheese are labelled as required by provincial regulations:**

(Proof of processing may be required)

- Yes
- No
- N/A

**Is your kitchen inspected by a District Health Unit?**

- Yes
  - Please attach copy of your District Health Unit Kitchen Report (or the report from the kitchen you rent to prepare your food)
- No
- N/A

**Proof of certification for food handler on site must be attached.**

NOTE: At least ONE certified food handler is required to be on-site at the time of the event.

- Attach copy
- Attach copy before market date
- N/A

**If you are attending the Gananoque Craft Market and are offering food at your booth, please complete the [Special Event Food Vendor Application](#).**

- Completed
- N/A

## **Insurance: \***

Insurance is required for attending the Gananoque Farmers' Market and/or the Gananoque Craft Market. Requirements vary by market day.

Applicants must obtain a certificate of Commercial General Liability Insurance of no less than \$2,000,000, and \$5,000,000 is required if you are serving alcohol.

### **Do you have commercial liability insurance:**

- Yes
- No

If yes, please email a copy of your insurance to [tourismcommunications@gananoque.ca](mailto:tourismcommunications@gananoque.ca) and list the following as Additional Insured, as applicable:

- Gananoque Farmers' Market (Thursdays):
  - Town of Gananoque
  - Farmers' Market of Ontario
- Gananoque Craft Market (Saturdays):
  - Town of Gananoque

If you answered "No" to having commercial liability insurance, please answer the following:

### **Do you Sell alcohol?**

- Yes
- No

### **Do you own a storefront location?**

- Yes
- No

## **Insurance Coverage Notes**

### **Thursday Gananoque Farmers' Market vendors only:**

If you answered "No" to all of the above, you will be covered under the Town of Gananoque and Farmers' Market of Ontario insurance for Thursdays only.

### **Saturday Gananoque Craft Market vendors:**

All Craft Market vendors are required to carry their own commercial liability insurance, regardless of alcohol sales or storefront ownership. If you do not currently have coverage, please contact your home insurance provider or [Duuu](#) to obtain insurance.

**Terms and Conditions:**

Please review the following terms and conditions for Vendor applicants.

I understand that I will have to review and sign off on the Gananoque Farmers’ and Craft Market Vendor Application Guide, I hereby agree to comply fully with these and all other Federal, Provincial and Municipal regulations that apply. I understand that I may forfeit my right to sell at the Farmers’ and Craft Market if I am found to be in non-compliance with said rules and regulations. Further, I understand that the acceptance of the appropriate fee does not constitute execution of this application. Upon review for compliance applicants will be notified as to the result of their application.

I hereby agree to indemnify and save harmless to the Town of Gananoque from and against any and all claims, demands, causes of action, loss, costs or damages that the Town of Gananoque may suffer, incur or be liable for, resulting from the performance or non-performance of the Vendor of their obligations under the license whether with or without negligence on the part of the Vendor, the Vendor’s employees, directors, contractors and agents.

I understand that vendors at the Gananoque Farmers’ and Craft Market are required to hold Vendor Insurance and that all vendors must submit a valid copy of their Insurance Certificate to the Organizer prior to attending their first Market.

I understand that I will have to pay in full before attending my first market and that it is non-refundable.

**I agree to the above terms and conditions. Please sign your name:**

Submit