



Bouctouche Farmers' Market (BFM) VENDOR APPLICATION FORM - 2021 SEASON

The 2021 season is affected by the Covid-19 pandemic and certain restrictions apply to vendors and the public traffic flow.

PURPOSE OF THE MARKET:

The purpose of the Bouctouche Farmers' Market (BFM) is to offer a dynamic and community-oriented market that presents a variety of high quality locally produced farm products, prepared foods and handcrafted arts & crafts. The Bouctouche Farmers' Market fosters a positive environment that promotes local food and enhances education and awareness around food security for residents and visitors to the Kent region.

ELIGIBLE VENDORS:

Locally produced, locally-sourced and homemade products (Make it, Bake it, Grow it!)

The Bouctouche Farmers' Market is open for the sale of locally grown, produced, processed, baked and crafted products from approved growers, producers, processors and individuals, whose name, address and signature appear on an approved vendor application. The BFM is therefore open strictly to local and bona fide producer-vendors who make what they sell.

Arts and Crafts shall be handmade by the vendor using as much local material as possible and his/her own skill, artistry and training to produce a new, unique and original product appropriate for the farmers' market. Arts & crafts products may be reviewed by a jury to ensure that they are in fact produced as indicated on the application form, that they are of high quality and that they are compatible with other products sold at the market.

Please note: NO reselling of products or direct selling of network marketing products.

APPLICATION PROCESS:

DEADLINE: Please submit your completed application form by April 16, 2021.

Refer to the "BFM Vendor Handbook of Rules & Regulations" for the operation of the market. Please note there are further restrictions due to the Covid-19 pandemic and vendors will need to submit out an individual operational plan prior to the start of the season. For more information or to discuss your application in further detail, please contact the Market Manager.

For more information:

Rachelle Richard-Collette
Executive Director/Market Manager
Tel: (506) 744-1020
Email: bouctouchefarmersmarket@gmail.com
Website: www.bouctouchefarmersmarket.ca

Submit application by one of the following methods:

- electronic application form
- email with attachment (scanned)
- fax: (506) 955-8184
- Drop off or mail: 9 Irving Blvd, Bouctouche, NB E4S 3J3
(Please call before dropping off, as the office is not open on a regular basis)

VENDOR CONTACT INFORMATION:

Company Name: _____ Contact Name: _____
 Address: _____ Postal code: _____
 Telephone: _____ Cell: _____ Fax: _____
 Email: _____ Website: _____ Facebook: _____

VENDOR & PRODUCT CATEGORIES:

Please indicate your main and secondary general product categories in the table below and provide detailed product descriptions in the next section (pages 3 to 5).

- For new vendor applications, please submit photos and/or provide samples.
- For food vendors, more details may be requested on the provenance of certain ingredients.
- Vendors need to give the Market Manager one week's notice to add or change product category in their kiosk and requires approval before selling new items.

PRODUCT TYPE	Main Product √	Secondary products √
A) AGRICULTURAL & PRIMARY FOOD PRODUCERS (Add details on page 3)		
1) <i>Farmer / Gardener (Fruits & Vegetables)</i>		
2) <i>Horticulture (Bedding plants, trees, shrubs and cut flowers)</i>		
3) <i>Meats & Sausages</i>		
4) <i>Seafood & Fish</i>		
5) <i>Wine, juices & beverages</i>		
6) <i>Syrup & honey</i>		
7) <i>Eggs & Dairy Products (including cheese)</i>		
8) <i>Other Products (specify)</i>		
B) PREPARED FOODS (add details on page 4)		
9) <i>Baked goods & sweets (Bread, pastries, fudge, candies)</i>		
10) <i>Prepared Foods (pre-made and packaged)</i>		
11) <i>Ready-to-eat Foods (including cooked on site as meals and snacks)</i>		
12) <i>Jams, preserves & sauces</i>		
13) <i>Herbs & Spices</i>		
14) <i>Other Products (specify)</i>		
C) ARTS & CRAFTS (add details on page 5)		
15) <i>Artwork</i>		
16) <i>Crafts</i>		
D) OTHER PRODUCTS (not specified elsewhere) (add details on page 5)		
17) <i>Other products (please specify):</i>		

The Management Committee reserves the right to refuse any applicant or product that is not in keeping with the regulations and standards of the Bouctouche Farmers' Market.

A) AGRICULTURAL AND PRIMARY FOOD PRODUCERS

Please provide a detailed list of product descriptions for each general category that applies. Please indicate the type of format: individual, packaged, and/or bulk. *EXAMPLE: Product 1: apples (individual) (packaged: bags 3lbs /baskets) // Product 2: green beans (pre-packaged bags) (bulk: \$/lb) // Product 3: strawberries: produced by applicant (pints) // Product 4: strawberries: supplied off season by other producers from other regions (pints).*

PRODUCT TYPE Product List (specify)	Main Product √	Secondary Products √	Produced by applicant	Produced by other	Details on product specifications, format, packaging, seasonality of products, agricultural practices, certification & licenses, etc.
AGRICULTURAL & PRIMARY FOOD PRODUCERS					

B) PREPARED FOODS

Please provide a detailed list of product descriptions for each general category that applies.

PRODUCT TYPE Product List (specify)	<i>Main Product √</i>	<i>Secondary Products √</i>	<i>Produced by applicant</i>	<i>Produced by other</i>	<i>Details on product specifications, locally sourced ingredients, packaging, certification & licenses, etc.</i>
PREPARED FOODS					

C) ARTS AND CRAFTS

Please provide a detailed list of product descriptions for each general category that applies.

PRODUCT TYPE Product List (specify)	Main Product √	Secondary Products √	Produced by applicant	Produced by other	Details on craftsmanship, format, packaging, certification & licenses, locally sourced supplies, etc.
ARTS AND CRAFTS					

D) OTHER PRODUCTS

PRODUCT TYPE Product List (specify)	Main Product √	Secondary Products √	Produced by applicant	Produced by other	Details on product specifications, format, packaging, certification & licenses, locally sourced supplies, etc.
OTHER PRODUCTS (not specified elsewhere)					

ATTENDANCE:

Location: 9 Irving Blvd, Bouctouche, NB E4S 3J3

REGULAR SEASON: Saturdays from May 22nd – October 16th (22 weeks) - 8:00am - 1:00pm

FALL MINI MARKETS: Saturdays from October 23rd – November 27th (6 weeks) - 10:00am - 12:00pm

CHRISTMAS MARKET: Friday, Dec 3rd from 4:00pm - 8:00pm & Saturday, Dec 4th from 9:00am - 5:00pm

1) REGULAR SEASON

Will you attend each week of the regular season? Yes No

**Preference will be given to full-season vendors, food-related products and agri-food producers from the Kent Region and the Greater Southeast Region. We also strongly encourage a minimum of 4 weeks' participation. Higher kiosk fees will apply if only participating in the peak season.*

Please check appropriate dates for your participation in the 2021 season.

Week 1	May 22 nd	8:00am – 1:00pm	<input type="checkbox"/>	Week 12	August 7 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 2	May 29 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 13	August 14 st	8:00am – 1:00pm	<input type="checkbox"/>
Week 3	June 5 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 14	August 21 st	8:00am – 1:00pm	<input type="checkbox"/>
Week 4	June 12 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 15	August 28 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 5	June 19 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 16	September 4 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 6	June 26 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 17	September 11 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 7	July 3 rd	8:00am – 1:00pm	<input type="checkbox"/>	Week 18	September 18 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 8	July 10 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 19	September 25 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 9	July 17 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 20	October 2 nd	8:00am – 1:00pm	<input type="checkbox"/>
Week 10	July 24 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 21	October 9 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 11	July 31 st	8:00am – 1:00pm	<input type="checkbox"/>	Week 22	October 16 th	8:00am – 1:00pm	<input type="checkbox"/>

2) FALL MINI MARKETS

Please check appropriate dates for your participation in the 2021 season.

Week 1	October 23 rd	10:00am – 12:00pm	<input type="checkbox"/>	Week 4	November 13 th	10:00am – 12:00pm	<input type="checkbox"/>
Week 2	October 30 th	10:00am – 12:00pm	<input type="checkbox"/>	Week 5	November 20 th	10:00am – 12:00pm	<input type="checkbox"/>
Week 3	November 6 th	10:00am – 12:00pm	<input type="checkbox"/>	Week 6	November 27 th	10:00am – 12:00pm	<input type="checkbox"/>

A separate application form with different kiosk fees will be available at a later date.

3) CHRISTMAS MARKET

Please check appropriate dates for your participation in the 2021 season.

Day 1:	Friday, December 3 rd from 4:00pm – 8:00pm	<input type="checkbox"/>	Day 2:	Saturday, December 4 th from 9:00am – 5:00pm	<input type="checkbox"/>
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**A separate application form with different kiosk fees will be available at a later date.
Preference will be given to vendors who can commit for both days.*

REQUIREMENTS:

The Bouctouche Farmers' Market has modern indoor facilities and a beautiful front courtyard. The Market Manager will work with each individual vendor to best accommodate everyone's needs. Outdoor vendors are required to have their tent(s) and tables(s). The Market has a limited number of tents available for rental and will be assigned based on vendor needs on a first-come, first-serve basis.

KIOSK SPACE & SERVICES	
<i>Please indicate your needs:</i>	
Indoor space	There are various types of spaces: permanent and flexible which vary in size. What would you need? Flexible space: 8' x 9' <input type="checkbox"/> 10' x 10' <input type="checkbox"/> Food preparation space <input type="checkbox"/>
Outdoor space	A regular kiosk is usually 10' x 10' (size of tent) and this typically has space for 1 table (6' – 8' wide). I require ____ (#) and/or. Other space requirements (trailer, food truck, etc.). Please explain below.
Tents	<input type="checkbox"/> I have ____ tent(s), size: _____ <input type="checkbox"/> I need / would like to rent ____ tent(s)
Tables	<input type="checkbox"/> I have ____ table(s), size: _____ <input type="checkbox"/> I may need ____ table(s)
Electricity	<input type="checkbox"/> I do not require electricity. <input type="checkbox"/> I require electricity. Explain usage below:
Water	<input type="checkbox"/> I do not require water. <input type="checkbox"/> I require water. Explain usage below:
Kitchen	<input type="checkbox"/> I do not require the kitchen. <input type="checkbox"/> I require usage of the kitchen.
<i>Please explain usage:</i>	

FEES FOR 2021: (Refer to appendix A)

- 1) Annual Registration Fee for **ALL** types of vendors: \$30 / season.
- 2) Inside: Weekly kiosk fees are based on type of kiosks and square footage for inside vendors. Use of electricity is extra. Preference is given to full season vendors. There will be a 10% premium charge for occasional vendors.
- 3) Outside: Weekly kiosk fees are based on (10'X10') tent size. The fees are \$35 / week for full-season vendors and \$45 / week for occasional vendors. Use of electricity is extra.
- 4) Tent rental: \$15 / week, includes set-up and dismantling.

METHODS OF PAYMENT:

Kiosk fees are to be paid at the beginning OF EACH MONTH, by cheque, cash or e-transfer.

May 3 rd (2 weeks)	<input type="checkbox"/>	August 7 th (4 weeks)	<input type="checkbox"/>
June 5 th (4 weeks)	<input type="checkbox"/>	September 4 th (4 weeks)	<input type="checkbox"/>
July 3 rd (5 weeks)	<input type="checkbox"/>	October 2 nd (3 weeks)	<input type="checkbox"/>

**Please note that payment arrangements will be finalized once vendor applications have been accepted for the season.*

Vendors will also need to fill out an additional form for their Covid-19 Operating Plan before the start of the season.

CONSENT:

I/We have read and agree to abide by the Bouctouche Farmers' Market (BFM) Rules and Regulations as outlined in the Bouctouche Farmers' Market Vendor Handbook. I/We authorize my/our name(s) to be printed on the BFM vendor list and on the BFM website and/or Facebook page. I/We also authorize the BFM to use our images as approved vendor for promotional purposes.

SIGNATURE: _____

Date: _____