



## Bouctouche Farmers' Market (BFM) VENDOR APPLICATION FORM - 2022 SEASON

***Vendors are strongly encouraged to take all necessary health and safety precaution measures to ensure public safety as we transition during the Covid-19 pandemic.***

### **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 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 29, 2022.

Refer to the "BFM Vendor Handbook of Rules & Regulations" for the operation of the market. Please note that we will be requesting further information on Vendor Waste Management practices before the start of the Market. For more information or to discuss your application in further detail, please contact the Market Manager.

<b>For more information:</b> Rachelle Richard-Collette Executive Director/Market Manager Tel: (506) 744-1020 Email: <a href="mailto:bouctouchefarmersmarket@gmail.com">bouctouchefarmersmarket@gmail.com</a> Website: <a href="http://www.bouctouchefarmersmarket.ca">www.bouctouchefarmersmarket.ca</a>	<b>Submit application by one of the following methods:</b> <ul style="list-style-type: none"><li>- Electronic application form</li><li>- Email with attachment (scanned)</li><li>- Fax: (506) 955-8184</li><li>- Drop off or mail: 9 Irving Blvd, Bouctouche, NB E4S 3J3 <i>(Please call before dropping off, as the office is not open on a regular basis)</i></li></ul>
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## **VENDOR CONTACT INFORMATION:**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Town \_\_\_\_\_ 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.

<b>PRODUCT TYPE</b>	<b>Main Products</b> <input checked="" type="checkbox"/>	<b>Secondary products</b> <input checked="" type="checkbox"/>
<b>A) AGRICULTURAL &amp; PRIMARY FOOD PRODUCERS (Add details on page 3)</b>		
1) <i>Farmer / Gardener (Fruits &amp; Vegetables)</i>		
2) <i>Horticulture (Bedding plants, trees, shrubs and cut flowers)</i>		
3) <i>Meats &amp; Sausages</i>		
4) <i>Seafood &amp; Fish</i>		
5) <i>Wine, juices &amp; beverages</i>		
6) <i>Syrup &amp; honey</i>		
7) <i>Eggs &amp; Dairy Products (including cheese)</i>		
8) <i>Other Products (specify)</i>		
<b>B) PREPARED FOODS (add details on page 4)</b>		
9) <i>Baked goods &amp; 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 &amp; sauces</i>		
13) <i>Herbs &amp; Spices</i>		
14) <i>Other Products (specify)</i>		
<b>C) ARTS &amp; CRAFTS (add details on page 5)</b>		
15) <i>Artwork</i>		
16) <i>Crafts</i>		
<b>D) OTHER PRODUCTS (not specified elsewhere) (add details on page 5)</b>		
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.







## ATTENDANCE:

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

**REGULAR SEASON:** Saturdays from May 21<sup>st</sup> – October 15<sup>th</sup> (22 weeks) - 8:00am - 1:00pm

**FALL MARKETS:** Saturdays from October 22<sup>nd</sup> – November 26<sup>th</sup> (6 weeks) – 8:00am - 1:00pm

**CHRISTMAS MARKET:** Friday, Dec 2<sup>nd</sup> from 4:00pm - 8:00pm & Saturday, Dec 3<sup>rd</sup> 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 2022 season.**

<b>Week 1</b>	May 21 <sup>st</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 12</b>	August 6 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 2</b>	May 28 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 13</b>	August 13 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 3</b>	June 4 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 14</b>	August 20 <sup>st</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 4</b>	June 11 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 15</b>	August 27 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 5</b>	June 18 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 16</b>	September 3 <sup>rd</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 6</b>	June 25 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 17</b>	September 10 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 7</b>	July 2 <sup>nd</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 18</b>	September 17 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 8</b>	July 9 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 19</b>	September 24 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 9</b>	July 16 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 20</b>	October 1 <sup>st</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 10</b>	July 23 <sup>rd</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 21</b>	October 8 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 11</b>	July 30 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 22</b>	October 15 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>

### 2) FALL MARKETS

**Please check appropriate dates for your participation in the 2022 season.**

<b>Week 1</b>	October 22 <sup>nd</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 4</b>	November 12 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 2</b>	October 29 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 5</b>	November 19 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>
<b>Week 3</b>	November 5 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>	<b>Week 6</b>	November 26 <sup>th</sup>	8:00am – 1:00pm	<input type="checkbox"/>

*Kiosk fees are reduced by 75% during the Fall season. Preference will be given to the full season market vendors.*

### 3) CHRISTMAS MARKET

**Please check appropriate dates for your participation in the 2022 season.**

<b>Day 1:</b>	Friday, December 2 <sup>nd</sup> from 4:00pm – 8:00pm	<input type="checkbox"/>	<b>Day 2:</b>	Saturday, December 3 <sup>rd</sup> from 9:00am – 5:00pm	<input type="checkbox"/>
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*There is a different registration and kiosk fee for the Christmas Market. Preference will be given to vendors who can commit for both days and to vendors who have participated during the regular and/or Fall season.*

## 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). There are 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>	
<b>Indoor space</b>	There are various types of spaces: permanent and flexible which vary in size. What would you need? Flexible space: 9' x 9' <input type="checkbox"/> 10' x 10' <input type="checkbox"/> Food preparation space <input type="checkbox"/>
<b>Outdoor space</b>	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.
<b>Tents</b>	<input type="checkbox"/> I have ____ tent(s), size: _____ <input type="checkbox"/> I need / would like to rent ____ tent(s)
<b>Tables</b>	<input type="checkbox"/> I have ____ table(s), size: _____ <input type="checkbox"/> I may need ____ table(s)
<b>Electricity</b>	<input type="checkbox"/> I do not require electricity. <input type="checkbox"/> I require electricity. Explain usage below:
<b>Water</b>	<input type="checkbox"/> I do not require water. <input type="checkbox"/> I require water. Explain usage below:
<b>Kitchen</b>	<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 2022: (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 kiosk 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 16 <sup>th</sup> (2 weeks)	<input type="checkbox"/>	August 6 <sup>th</sup> (4 weeks)	<input type="checkbox"/>
June 4 <sup>th</sup> (4 weeks)	<input type="checkbox"/>	September 3 <sup>rd</sup> (4 weeks)	<input type="checkbox"/>
July 2 <sup>nd</sup> (5 weeks)	<input type="checkbox"/>	October 1 <sup>st</sup> (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 Zero Waste Management 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: \_\_\_\_\_