



Bouctouche Farmers' Market (BFM) VENDOR APPLICATION FORM - 2024 SEASON



It's our 25th Anniversary and we are going to have a great season.

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. Building on the principles of Good, Clean and Fair, BFM is the 1st Slow Food Earth Market in Canada and 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 30, 2024.

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.

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: <ul style="list-style-type: none">- Electronic application form- Email with attachment (scanned)- Fax: (506) 955-8184- 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>
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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.

PRODUCT TYPE	Main Products <input checked="" type="checkbox"/>	Secondary products <input checked="" type="checkbox"/>
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)	<i>Main Product</i> √	<i>Secondary Products</i> √	<i>Produced by applicant</i>	<i>Produced by other</i>	<i>Details on product specifications, format, packaging, seasonality of products, agricultural practices, certification & licenses, etc.</i>
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 <i>Product List (specify)</i>	<i>Main Product</i> ✓	<i>Secondary Products</i> ✓	<i>Produced by applicant</i>	<i>Produced by other</i>	<i>Details on craftsmanship, format, packaging, certification & licenses, locally sourced supplies, etc.</i>
ARTS AND CRAFTS					

D) OTHER PRODUCTS

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

ATTENDANCE:

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

REGULAR SEASON: Saturdays from May 18th – October 12th (22 weeks) - 8:00am - 1:00pm
FALL MARKETS: Saturdays from October 19th – November 30th (7 weeks) – 8:00am - 1:00pm
CHRISTMAS MARKET: Friday, Dec 6th from 4:00pm - 8:00pm & Saturday, Dec 7th 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 2024 season.

Week 1	May 18 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 12	August 3 rd	8:00am – 1:00pm	<input type="checkbox"/>
Week 2	May 25 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 13	August 10 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 3	June 1 st	8:00am – 1:00pm	<input type="checkbox"/>	Week 14	August 17 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 4	June 8 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 15	August 24 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 5	June 15 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 16	August 31 st	8:00am – 1:00pm	<input type="checkbox"/>
Week 6	June 22 nd	8:00am – 1:00pm	<input type="checkbox"/>	Week 17	September 7 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 7	June 29 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 18	September 14 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 8	July 6 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 19	September 21 st	8:00am – 1:00pm	<input type="checkbox"/>
Week 9	July 13 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 20	September 28 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 10	July 20 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 21	October 5 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 11	July 27 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 22	October 12 th	8:00am – 1:00pm	<input type="checkbox"/>

2) SPECIAL MARKETS (check the dates for Special Markets in 2024)

Special Market during the Town hosting of – La finale des Jeux de l'Acadie (June 26 to July 1)

Special Opening Days with different hours

Saturday Market with extended hours

Thursday June 27th 10:00am – 4:00pm

Saturday June 29th Extended hours 8am – 4pm

Friday June 28th 10:00am – 4:00pm

Regular vendors: Will you be staying until 4pm? YES NO

Special Market – La fête des Acadiens (le 15 août 2024)

Thursday August 15th 10:30am – 2:30pm

Hours are subject to change. Different registration and kiosk fees apply to the special markets.

3) FALL MARKET (note there is an extra week due to 2024 being a leap year)

Please check appropriate dates for your participation in the 2024 season.

Week 1	October 19 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 5	November 16 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 2	October 26 th	8:00am – 1:00pm	<input type="checkbox"/>	Week 6	November 23 rd	8:00am – 1:00pm	<input type="checkbox"/>
Week 3	November 2 nd	8:00am – 1:00pm	<input type="checkbox"/>	Week 7	November 30 th	8:00am – 1:00pm	<input type="checkbox"/>
Week 4	November 9 th	8:00am – 1:00pm	<input type="checkbox"/>				

Kiosk fees are reduced by 15% for full season vendors during the Fall season.

4) CHRISTMAS MARKET

Please check appropriate dates for your participation in the 2024 season.

Day 1:	Friday, December 6 th from 4:00pm – 8:00pm	<input type="checkbox"/>	Day 2:	Saturday, December 7 th 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

Please indicate your needs:

Indoor space	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"/>	
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.

Please explain usage:

FEES FOR 2024: (Refer to appendix A)

- 1) Annual Registration Fee for **ALL** types of vendors: \$30 / season.
- 2) Inside (non-permanent): Weekly kiosk fees are based on type of kiosk for inside vendors. Preference is given to full season vendors. **NEW RATE STRUCTURE: full season (\$50), partial season (\$55) min 10 weeks and occasional vendors (peak \$60 July-Aug & off-season \$55).**
- 3) New Vendors: There will be a 10% premium charge for new vendors. If new vendors fulfill their full commitment term, they will qualify for a refund of the surcharge.
- 4) 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.
- 5) Tent rental: \$15 / week, includes set-up and dismantling.
- 6) Electrical Fees: Weekly fees for size of appliance are \$3/small and \$5/large.
- 7) Student business and non-profit organization rate: \$25 / week.

METHODS OF PAYMENT:

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

May 18 th (2 weeks)	<input type="checkbox"/>	September 7 th (4 weeks)	<input type="checkbox"/>
June 1 st (5 weeks)	<input type="checkbox"/>	October 5 th (2 weeks Regular season / 2 weeks Fall)	<input type="checkbox"/>
July 6 th (4 weeks)	<input type="checkbox"/>	November 2 (5 weeks)	<input type="checkbox"/>
August 3 rd (5 weeks)	<input type="checkbox"/>	December 6 & 7 (Christmas Market)	<input type="checkbox"/>

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

NEW: INTEREST CHARGES:

It is important that kiosk fees be paid upon receiving the invoice at the beginning of the month. It is time-consuming for the Market Manager and costly in terms of accounting services to be doing statements and reminders for unpaid balances. Therefore, starting in 2024, vendors will be charged **2.5% interest** on the balance of their invoice at the end of the month if it is not paid in full.

Please check off I acknowledge that there will be interest on unpaid kiosk fees at the end of each month.

Zero Waste Vendor Responsibilities:

The Bouctouche Farmers' Market strives to implement zero waste principles and practices. We strongly encourage vendors to join us on this journey.

Please refer to Section 11.0 of the BFM Rules & Regulations and indicate that you have read and understood the waste management responsibilities of being a BFM vendor:

Please check off I acknowledge that I have read the Zero Waste Responsibilities of the Vendors.

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: _____