



**2019 Vendor Application**

Welcome to the Matiowski Farmers' Market!  
 Market Days – Wednesday, June 19<sup>th</sup>, 2019 – Oct 2<sup>nd</sup>, 2019  
 Market Hours: Wednesdays: 8:30am-2:00pm  
 Winter Markets: 10:00am-2:00pm  
 July 1<sup>st</sup>: 10:00am-4:00pm

The Matiowski Farmers' Market runs with a 'make it, bake it, grow it' philosophy and is open to Farmers and other Vendors wishing to sell: produce, food and/or handmade products. Please note: Vendors must comply with Food and Health Inspection Guidelines or Canadian Food Inspection Agency standards, if applicable.

Applications will be received and reviewed until **March 1<sup>st</sup>, 2019**

Successful 10 week and Seasonal vendors will be notified mid-March and casual vendors will be notified by early April

**ALL ITEMS** they wish to sell at the Market on the Vendor Application Form. Please note: the Market reserves the right to limit or restrict the products sold at the Farmers' Market.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Products that you wish to sell: *Circle* all that apply**

Garden Produce	Greenhouse Produce	Meat/Fish/Poultry	Dairy
Baking/Candy	Prepared/Frozen Foods	Other Food Products	Pet Products
Knitting/Sewing/Woolens	Wood Crafts	Jewellery	Artwork
Home Décor	Personal/Body Care Products	Other Artisan Crafts	Plants

**Please *circle* the dates that you are requesting to attend:**

June	July	August	Sept	Oct
19 26	3 10 17 24 31	7 14 21 28	4 11 18 25	2

<b>Winter Specialty Markets</b>	Dec 15 <sup>th</sup> , 2018	Feb 9 <sup>th</sup> , 2019	March 2 <sup>nd</sup> , 2019	<b>Canada Day</b> July 1 <sup>st</sup>	<b>Spring Fling</b> May 18 <sup>th</sup>
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**Vendor Signature:** \_\_\_\_\_



## License Requirements (attach copies if applicable)

- **Northwestern Health Unit Food Permit**

If you are unsure whether you require these licenses and permits please contact:  
Northwest Health Unit at 807.468.3147

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## Vendor Spaces (under the Main Tent)

**All Vendor Spaces are 8' x 6', (subject to change) if you require more space, additional tables can be purchased. Please check the appropriate box.**

- **Seasonal \$560.00 (Paid in Full by June 1<sup>st</sup>) Number of spaces \_\_\_\_\_**
- **10 Week \$450.00 (Paid in Full by June 1<sup>st</sup>) Number of spaces \_\_\_\_\_**
- **Casual \$45.00 (June) \$55.00 (July/Aug) \$35.00 (Sept/Oct)**
- **Number of Spaces \_\_\_\_\_**

**Note: Casual vendors cannot be guaranteed the same spot each week**

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## \*Speciality Markets (Winter, Canada Day)

**Winter: Dec 15/Feb 9/March 2: \$35.00 per Market \_\_\_\_\_**  
**Winter Markets are held at Seven Generations Educational Institute**

**Canada Day (July 1): \$35.00 held under the Whitecap Pavilion**

**Canada Day and Harbourfest Markets are located at the Harbourfront**  
**Harbourfest Market is to be confirmed with the Harbourfest Committee**  
**All Rates Include HST**

**\*\*Please review & complete the Vendor Authentication form & Payment Policy section\*\***

**\*\*A full list of rules and regulations is available upon request\*\***

**Please forward your application to: Matiowski Farmers' Market, 931 Lakeview Drive Kenora  
ON P9N 3P8, or fax to 807.467.4644 Attention Matiowski Farmers Market**

**If you require more information please contact tourism at [hdevins@kenora.ca](mailto:hdevins@kenora.ca) or  
(807) 467-4637**



**MATIOWSKI  
FARMERS' MARKET**  
Vendor Authentication

You are required to list all of the products you wish to sell, and the details of the materials used. Please note this information is for internal verification only, and will not be shared with any vendors

Please complete ALL sections of this document; failure to do so may result in your application to join the market being declined

- 1) Where is your studio/workspace located: \_\_\_\_\_
- 2) If necessary, can we visit your space to obtain further information regarding your product(s) or would you be willing to provide photos? \_\_\_\_\_
- 3) Please indicate day (and time of day) you are available for a studio visit if necessary \_\_\_\_\_

Product List – please indicate what materials/supplies are used in the creation of each product, and where you purchase these materials from (cost is not a consideration)

Product	Material/Supplies	Place of purchase

**\*\*Please use the back side of the paper if you need more space\*\***

Authentication:

I, \_\_\_\_\_ (please print) wish to sell my handmade products at the Matiowski Farmers' Market. All products are listed in this document as well as the location of my studio/workspace. I will not sell products at the Market that are not listed in this document without first consulting Market Management. I verify that the information contained in this document is true to fact.

Signed:

Date:

\_\_\_\_\_

\_\_\_\_\_

This document will be reviewed and if a product is rejected you will be informed. Please keep this product list with you at all Markets, the items on your table must reflect this document.

# Payment Policy

## Market Attendance

Vendors are expected to arrive for set up 30 minutes prior to the market opening. If vendors arrive after 8:30 without giving notice to the market manager their table will be reallocated or removed without reimbursement.

Please use the dedicated entrances and exits for loading. Please do not move tables and chairs unless given permission from the market manager as spacing has been preset to accommodate vendors as comfortably and uniformly as possible.

## PAYMENT

Vendors who wish to purchase Seasonal and 10 Week Spaces are required to pay, in full, on or prior to June 1, 2018. Payment can be made by: Cheque, Cash or Credit Card; cheques are made payable to the City of Kenora.

Seasonal vendors looking to purchase 4 or more spaces will be given a bulk discount:

4 Spaces – 10% discount on the total price

Casual Vendors must pay, in full, on the Market day they wish to participate in. Payment can be made by: Cheque or Cash. Cheques are made payable to the City of Kenora.

## CANCELLATION AND REFUND

A service charge of \$5.00 will be applied to all Refund requests

\* Partial refunds will not be granted – some exceptions may apply, please speak to Market Manager on a case by case basis.

No refund, or rebooking, will be available to Vendors who do not show up on Market day and provide no advanced notice.

If 2 days' notice is provided, the Market Manager will attempt to rebook at a later date. Please note – spaces will not be guaranteed during the peak season of July and August.

Casual vendors who do not show will be required to pay, in full, for a future reservation at the time of booking.