



NIPIGON
MARKET COLLECTIVE

Vendor Application Package

**Thank you for your interest in becoming a vendor with the
Nipigon Market Collective!**

Market Information

This application is for vendors who are committed to participating in the Market on a regular, ongoing basis throughout the season. If you are only interested in attending for a limited time or on an occasional basis, please refer to our guest vendor options.

This package contains important information and required forms, so we ask that you review everything carefully before applying.

If you have any questions or need more information, please contact the Market Manager at EDO@nipigon.net or (807) 887-3135 ext. 207

Insurance

Vendors are not necessarily required to carry their own insurance, but you may still choose to carry your own insurance. The Markets' current insurance policy covers all typical farmers market vendors' operations within the market, specifically excluding any liability arising from a vendor/ producer of any alcohol sold or sampled at the Market or storefront commercial owners or other businesses whose primary operations occur away from the Market, not including "onfarm-stores" operated by the farmer/producer's own property.

The market manager will determine if you are required to carry a different policy to operate at the Market. If you do not believe you would be covered by the Markets' policy you may wish to research the cost of this insurance prior to applying to the Market, but you do not need to have the insurance until you are approved to start. You would then require the insurance certificate before you can start.

Food Vendors

Food vendors selling fresh, prepared, or pre-packaged food must meet the following requirements before operating at the Market:

- 1. Safe Food Handling Certification**
- 2. Approved Kitchen Facility**
- 3. Home kitchens require a health inspection.**

Shared or rented kitchens require a copy of the facility's inspection report and your own inspection while operating there.

The Thunder Bay District Health Unit is a helpful resource for food safety and public health requirements.

Market Information

Vendor Fees

Regular Vendor (Single Table)	\$15.00
Youth Entrepreneur	\$5.00
Non Profit	Free
 Additional tables	 \$10.00

Market Hours:

Sunday 10am - 3pm

Last Sunday of every Month (unless otherwise noted in schedule)

Contact Info:

Email: edo@nipigon.net

Phone: (807) 887-3135 ext. 207

Wifi:

Wifi is available for POS systems





VENDOR APPLICATION FORM

Business Details			
Business Name:			
Business Address:			
City:		Postal Code:	
Owner(s) Name:			
Member Name:			
Phone Numbers:	Business Phone:		
	Cell Phone:		
Email(s):		Check if preferred	
		Check if preferred	
How can we and our customers find you online? Please list your Facebook, Instagram, website and any other online avenues you may have:			
Facebook:		Instagram:	
Website:			
<input type="checkbox"/> Handmade & Creative (Arts, crafts, services – made by you) <input type="checkbox"/> Prepared Foods (Prepared or processed food) <input type="checkbox"/> Fresh & Grown (Produce, plants, meat, fish, eggs) <input type="checkbox"/> Specialty / Other (must be approved by Market Manager)			
Please describe your business 			

Products You Intend to Sell

(List product types only — e.g., “jams,” “soaps,” “woodwork,” “seasonal vegetables”)

The sections below are dependent on your product(s) that you are applying to vend.

Many vendors will fall into more than one category (depending on their items).

Please fill out all of the relevant sections for your product line(s). Please keep all pages in the application

Prepared Foods/Fresh & Grown (Only complete if Applicable)

Is your kitchen inspected by the Thunder Bay District Health Unit?
(or relevant District Health Unit)

Yes

No

Yes = Meets mandatory requirement
No = Does not meet mandatory requirement. Applicant may be accepted conditionally, until documentation of compliance is received. Contract to vend will not be awarded until this is received.

Please attach copy of your TB District Health Unit Kitchen Inspection Report (or the report from the kitchen you rent to prepare your food)

Fresh & Grown (Only complete if Applicable)

Are you a member of a registered farm organization?

Yes

No

Yes (indicate which)
NFU OFA CFFO

If you rinse your products, a water test dated less than 6 months is required to be attached, unless you are on City water.

Attached

Pending

N\A (On city water or do not rinse)

You will not be able to start vending until you have submitted a water test.

MEAT ONLY:

Are you an owner-operator?

Yes

No

If yes, you meet the mandatory requirement.

			If no, your application for this product will not be accepted.
Is your meat processed in an Ontario Gov't approved facility?	Yes	No	If yes, you meet the mandatory requirement for this product. If no, your application will not be accepted.
EGGS only:			
Are your chicken* eggs processed through a registered egg grading facility? *Duck eggs do not require grading	Yes	No	If yes, you meet the mandatory requirement for this product. If no, your application will not be accepted.
Plants (non-edible) only:			
Describe your business process from start to plants ready for sale:			
Plants / produce (edible) only			
Describe the variety of products you intend to grow and sell.			
OTHER:			
In some specific circumstances, vendors may apply to carry products that fall outside of these categories. However, you must first be an approved vendor before this will be approved. Please see the Market Manager for more information on this policy. If you have any additional comments that you feel may add merit to your application or if you wish to provide any further explanation of any above question, please use the space below. This section is not scored but may provide necessary context to the committee for decisions.			

Assessment Questions			
These questions are for all applicants			
I have an established customer base	Yes	No	
My business is registered provincially	Yes	No	
<i>*If yes, please provide copy of Master Business License or Farm Business Registration</i>			
My business has commercial liability insurance.	Yes	No	Insurance is a mandatory requirement for all vendors, with \$2,000,000 liability required. You can be accepted conditionally without insurance.

			However, once approved, you will need to provide a Certificate of Insurance, with The Township of Nipigon as an Additional Insured before you can begin.		
Will electrical access be needed for your setup?	Yes	No			
What Months are you looking to participate in? (For an upcoming dates schedule please contact EDO@nipigon.net)					
JANUARY	FEBRUARY	MAR	APR	MAY	JUNE
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER