

ST. JACOBS FARMERS' MARKET VENDOR APPLICATION

rev.12.2024

Please print clearly

Date: _____

Check One: New Vendor Returning Vendor

Business Name: _____

Owner/Operator's Name: _____

Vendor Address: _____

City: _____	Postal Code: _____
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Email Address: _____

Website: _____

Business Phone: _____	Cell Phone: _____	Home Phone: _____
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Which phone number may we give to public: _____

Do you make, grow or produce your own product? Yes No

Is your product sold anywhere else? *(please list where)*

Product Listing *(Be specific and MUST include pictures):*

Vendor Type *(Check all that apply):*

	Producer (i.e. artist, artisan etc.)
	Retailer
	Service
	Other

Inside Space Request *(rate in order of preference):*

****Long-Term Leases Only****

	Peddler's Village
	Farmers' Market Building
	Market Tent
	Colony Houses

Outdoor Market Space Request (*Check all the apply*):

Seasonal – Thursday and Saturday (31 weeks from March 28 to October 26, 2024)	
Seasonal – Thursday Only (31 weeks from March 28 to October 24, 2024)	
Seasonal – Saturday Only (31 weeks from March 30 to October 26, 2024)	
Daily (Casual – no weekly commitment)	Daily Artisan VIP (10 pack of passes)
Shoulder Season (weekly November to December)	
Winter Season (weekly January to March)	

Sales Frontage Required: (*Minimum 10 feet*): _____

Application Guidelines:

1. All applications are reviewed by the Vendor Management Committee prior to approval. It takes at **least two weeks** for your application to be reviewed and all applicants will be contacted once the review process is complete. You **must** receive approval before you are permitted to vend.
2. IF being considered for approval for an indoor space all vendors will be required to submit a detailed drawing of their booth set up (pictures of previous vendor set ups would be an asset) as well as a list of all electrical items required for booth operation, pictures of the equipment and pictures of all equipment specifications (rating plate, spec sheet, etc..). The Market Management reserves the right to deny the use of any materials, signage or equipment based on the St. Jacobs Farmers’ Market quality standards guidelines.
3. IF being considered for approval, any vendor selling food products will be required to apply to the health department for approval. Commercial/market kitchens **must** be used for food preparation. **Food prepared in home kitchens will not be permitted.**
4. Unless otherwise noted all contracts are payable in advance of each quarter. There will be no refunds of any kind.
5. All vendors are required to carry a liability insurance policy at a minimum amount of \$2,000,000 listing the Schlegel Urban Developments o/a St. Jacobs Farmers’ Market as an additional insurer.

By signing below I attest that the information listed above is full and complete and that I have provided all requested information.

Vendor Signature

Date

-----**Office Use Only**-----

Approved: _____ Contacted by: _____ Entered: _____

Approved for: PV Market Tent Market Building Log Cabin Colony

Waitlist: _____ Seasonal Daily

Compliance: Insurance Health Dept. Electrical Booth Design

Comments:

