Northside Emporium Application Form

Vendor information

Personal Name: _____

Business Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Which category best suits your booth?

- Farm Produce
- Prepared Food
- Artisan/Craft
- Other _____

Have you previously been a vendor at the Northside Emporium or Leamington's Farmer's Market? YES NO
Do you operate a storefront? YES NO
Will your booth require a source of electricity? YES NO
List all products you wish to sell at the Emporium. Please be complete and concise.

_____

_____

_____

Fees

_____ $25 per week for single table

_____ $40 per week for wall spot including hydro

Do you request to be a part time or a full time vendor? _____

I confirm that the information provided in my application is, to the best of my knowledge, true and accurate and that I agree to represent my products at the Northside Emporium in accordance with the rules and regulations.

Name: _____ Date: _____

Signature: _____

Accepted YES NO Emporium Director: _____

- Food Safety Certificate
- Certificate from Health Board

Northside Emporium Vendor Rules and Regulations

Emporium Hours of Operation:

- Saturday's – 9:00am until 2:00pm
- All vendors must be set up and ready for customers no later than **15 minutes prior to opening** (8:45am), unless you have made prior arrangements with the directors in charge of the Emporium.
- All vendors must remain open and ready to serve customers until **exactly 2:00pm**. You may not start packing up or covering product until after 2:00pm.
- Should a vendor sell out of their product at any time prior to close, they must maintain their booth in full set up. Feel free to hang a sign that indicates you are out of product.

Emporium Fees:

- Single 8 foot table $25 (8 foot X 5 foot space)
- Wall spot of 8.5 feet by 8.5 feet space $40 including hydro (which one power outlet)
- Additional power outlets $5 each depending on availability
- New vendors need to commit to one month and pay for the 4 weeks prior to commencing.

General Rules and Regulations:

- All vendors must complete and submit application form, which includes the Rules and Regulations each year in order to keep all information up to date and all vendors aware of any new regulations.
- Vendors must supply all materials and containers for customer sales. Some items will occasional be available to purchase. (ie. Bags…)
- Vendors are asked to park along the back tree line between the market building and the Raceway in order to allow more parking for the customers coming in.
- Vendors must list all products they wish to sell on the application form. The Emporium Directors must approve any additional products.
- All vendors must be registered members of the Emporium Association and pay an annual fee of $5 per person working the Emporium.

Attendance and Tardiness:

- Full time vendors who are consistently late or with more than two (2) unexcused absences for the year may be asked NOT to return and would need to reapply for a spot within the emporium.
- In the event of an absence from the Emporium due to any reason, vendors must notify the Emporium Directors 2 days prior to the absence if possible. We understand there are circumstances beyond our control that may not allow the notice to be given; at this point we request that you advise at the soonest possible moment.
- Emporium fees will still be due even in the event of an absence. We will allow 2 weeks throughout the whole year, but not consecutively, that fees will be waived as long as prior notice is given so we have the ability to fill the spot for the week away.

Booth space and Equipment:

- Spaces will be assigned by the Emporium directors using their best judgement and considering as necessary factors including, but not limited to: vendor needs such as electricity or handicap accessibility; physical distribution of products throughout the Emporium; and the visual esthetic of the Emporium.
- Vendors who sign a full time contract and commit to attending every Saturday will be assigned permanent booth space. Part-time vendors will be assigned space, as it is available on each occasion they are present.
- Each vendor must have a table covering on all tables and display a sign in their area that clearly identifying the name of the vendor.
- Electricity is only available on booths that are along the walls. No extension cords are to be used to bring electricity into areas where it is not available.

Product:

- Each vendor sets his/her own prices.
- All foods must be properly labeled. Baked goods must be labeled with baker's name, address, and description of item. Food Products should be labeled with a list of ingredients or a list of ingredients should be provided for customer review with common allergens highlighted.
- Copies of Food Safety Certificate and the Certificate from the Health Board certifying cooking establishment are required to be submitted with application.
- Vendors selling food product must contact the health board to certify their space at the Emporium.

Vendor Conduct:

- All vendors are expected to act in a courteous and respectful manner to all customers, vendors, volunteers, Emporium Directors and members of the Agricultural Society.
- Inappropriate conduct, language, or threats whether in person, phone or electronic media will not be tolerated.
- Vendors will not bring pets of any kind.
- In order to be able to maintain a smooth running emporium, the emporium directors have the authority to interpret and enforce the rules and regulations set out. Vendors not following the rules may lose their space and must reapply. One warning will be given. The Directors' decision is final. No refunds will be given.

Advertising:

- Northside Emporium will not be responsible for any advertising. We will continue to do any advertising that has no dollar figure surrounding it as well as supply buck slips that can be distributed.
- Vendors are encouraged to use their own social media sites to promote the Emporium to their customers and followers.
- The Emporium will advertise and organize promotional activities throughout various seasons.