**SASKATOON FARMERS’ MARKET**

**Vendor Application and Contract**

Please return signed application with application fee to the Saskatoon Farmers’ Market office, or by email to skfarm@sasktel.net. Incomplete or unpaid applications will not be processed.

If you have questions, contact the Saskatoon Farmers’ Market at: 306-384-6262 or at skfarm@sasktel.net.

**Applicant Information:**  \* indicates required field.

|  |  |
| --- | --- |
| \*Date of Application |  |
| \*Contact Name |  |
| \*Business Name |  |
| \*Billing Address |  |
| \*Telephone Number |  |
| \*Email |  |
| Website |  |
| \*Name(s) of additional people involved in business. |  |
| \*What days or types of markets are you interested to attend?  |  | Saturdays |
|  | Sundays |
|  | Wednesdays (Summertime)  |
|  | Seasonal Pop-up Markets |
| \*What season(s) will you attend/be active at market?  |  |

**Product Information:**

|  |  |
| --- | --- |
| \*List your primary and all additional products that you wish to sell. Provide a description of all products, indicating if you make, bake, grow, or harvest them. Photographs are recommended.  |  |
| \*If you are a farmer, provide information to verify your operation including land location where product is grown, size of land, and photos.  |  |
| \*If you are a craftsperson, explain your craft and how you make your product.  |  |
| \*If you are wishing to sell prepared foods, where do you prepare your foods? Is this a licensed kitchen?  |  |
| \*Do you sell your products at any other Farmers' Market(s)? If yes, please provide a reference. | Yes  |  |
| No  |
| \*Has your product been juried by any other organization? If yes, which organization and what outcome?  | Yes  |  |
| No  |
| \*Why do you want to sell your product at the Saskatoon Farmers’ Market?  |  |

**Space Requirements:**

|  |  |
| --- | --- |
| \*Describe your plan for your vendor stall.  |  |

**Website and Social Media Content:**

|  |  |
| --- | --- |
| Social Media Handle |  |
| Website |  |
| Online Listings/Store |  |
| Email address |  |
| Please provide a short bio for use on the Saskatoon Farmers’ Market website.  |  |

***Freedom of Information Protection:*** The SFM will protect your personal information and will not distribute your contact or other information without your permission. By providing the above information for the SFM’s website and social media, you are granting permission for the specific information to be shared to meet promotional and customer service needs that may arise.

**Food Vendors:**

Sale of food and food products is regulated by Saskatchewan Health Authority’s Environmental Public Health Department. All vendors selling food products must comply with minimum requirements set forth by the EPH and are subject to inspection. Vendors must submit documentation to the EPH annually, via the SFM office. Verification of production facilities & licenses is also required by the SFM office.

As relevant, attach:

* Food Safe Certificate
* Meat Facility form
* Certificate of Pasteurization
* Certification of Organic Production
* Insurance (if relevant)
* Catering Licence
* Food Cart or Food Truck Licence

**SASKATOON FARMERS’ MARKET VENDOR FEES**

***Rates effective April 1st 2024***

|  |  |  |
| --- | --- | --- |
| Line: |  |  |
| 1 | **New Renter Application Fee**  | $50 + $2.50gst  |
|   |  |   |
| 2 | **SFM Annual Membership Fees**  |   |
| 3 |  \*Provisional Membership (Year 1) | $100 |
| 4 |  \*Individual Membership (Year 2 and onward) | $150  |
| 5 |  \*Dual Membership | $250  |
| 6 |  Annual Marketing Fee | $50 |
| 7 |  Annual Refundable Volunteer Fee | $100 |
|  |  |   |
| 8 | **Indoor Stall Fees** |   |
| 9 |  ***8’ x 8’ Stall***  |   |
| 10 |  Annual Pre-pay January 1st to December 31st (Sat & Sun) | $3420  |
| 11 |  Weekly (Sat & Sun)**\*** | $85  |
| 12 |  Sunday Only  | $30  |
| 13 |  Wednesday  | $30  |
| 14 |  Non-Member \*restrictions apply, see next page   | 100 |
| 15 |  ***8’ x 12’ Stall***  |   |
| 16 |  Annual Pre-pay (Sat & Sun)  | $5130  |
| 17 |  Weekly (Sat & Sun)**\***  | $128  |
| 18 |  |   |
| 19 | **Outdoor Stall Fees** |   |
| 20 |  ***10’ Frontage*** |   |
| 21 |  Weekly (Sat & Sun)\*  | $85  |
| 22 |  Sunday Only | $30  |
| 23 |  Wednesday  | $30  |
| 24 |  |   |
| 25 | **Additional Fees** |   |
| 26 |  Indoor Corner Stall  | 15% |
| 27 |  Annual Fridge or Freezer (each) | $200  |
| 28 |  Monthly Storage Fee – left property | $300  |

**\*Provided the vendor attends ALL weekends we are open for the full year, January 1 to Decmeber31, they will receive discounted stall fees for our Q2 (January, February March) of the following year. These will be the equivalent of those received if you paid annually.**

**Explanation of Fees and Charges:**

|  |  |
| --- | --- |
| **Line** | **Explanation** |
| 1 | Payable at time of application by prospective regular vendors. Includes in-person markets  |
| 2 | SFM Membership fees – Membership runs Oct.1-Sept.30. |
| 3 | Payable by new renters of the SFM at the onset of their term.  |
| 4 | Payable annually by members of the SFM. Annual membership fee due October 1. |
| 5 | For two co-owners of the same business.  |
| 6 | Annual Marketing fee to cover larger marketing campaigns |
| 7 | Annual Volunteer Fee charged per member – refundable after 8hrs of volunteer work at the market |
|  |  |
| 8 | For Indoor Space at SFM |
| 9 | n/a |
| 10 | Annual rate for an 8' \* 8' booth, inclusive of Saturday and Sunday markets.  |
| 11 | Fee for Saturday and Sunday in the same week.  |
| 12 | Fee for Sunday only.  |
| 13 | Fee for Wednesday  |
| 14 | Weekend Fee for non-members comes with the following restrictions no stall sharing, 8x8booths only, must remove all display/tables each week |
| 15 | N/A |
| 16 | Annual rate for 8\*12, inclusive of Saturday and Sunday markets  |
| 17 | Fee for Saturday and Sunday in the same week..  |
| 18 | n/a |
| 19 | Outdoor Space at the SFM |
| 20 | n/a |
| 21 | Fee for 10' \* 10' booth, Saturday and Sunday in the same week.. |
| 22 | Fee for Sunday only attendance |
| 23 | Fee for Wednesday only attendance |
| 24 | n/a |
| 25 | Additional Fee may be applicable depending on your situation.  |
| 26 | Premium charge for a booth with one corner resulting in 2 frontages. |
| 27 | Charge to recover electrical use by fridges & freezers.  |
| 28 | To offset storage fees for abandoned property. Does not include property left in paid booths. |

**Additional Price and Billing Information:**

Vendors attending regularly are encouraged to pay quarterly.

GST will be applied to all fees. Advance payment is required. Application fee & payments non-refundable.

The Saskatoon Farmers’ Market accepts cheques, cash, and electronic transfers. **Make cheques payable to Saskatoon Farmers’ Market and e-transfers payable to** **skfarm@sasktel.net****.**

**TERMS OF RENTAL CONTRACT**

1. Applications will be accepted at the discretion of the Saskatoon Farmers’ Market Board of Directors. Incomplete applications will not be reviewed. Unpaid applications will not be considered complete and will not be reviewed. It is the sole responsibility of the applicant to ensure their application is complete.
2. If an applicant is accepted as a New Renter, they must ensure any additional information required is provided to the SFM office.
3. No access will be granted prior to receipt of complete payment of rental fees.
4. The SFM BOD has the right to terminate any New Renter at any time if circumstances arise to warrant termination. In the case of termination, application or other paid fees will not be refunded.
5. Renters are responsible to familiarize themselves with and abide by the SFM Renter Policies, SFM Cooperative Bylaws, Public Health Guidelines, City of Saskatoon Bylaws, and all other applicable regulations and laws that may pertain to their businesses.
6. Renters are responsible to complete government remittances that may be required by law on their own behalf.

**APPLICANT’S DECLARATION**

I hereby apply to become a **New Renter** with the Saskatoon Farmers’ Market Cooperative. I attest that:

* I am a resident of Saskatchewan;
* I will sell only products that are made, baked, gathered, or grown by myself;
* If requested, I will grant the SFM Board of Directors and/or their representatives access to my operation or premises for the purpose of inspection at a mutually agreed time;
* I will abide by the SFM Renter Policies, SFM Cooperative Bylaws, Public Health Guidelines, City of Saskatoon Bylaws, and all other applicable regulations and laws; and,
* I have been truthful in this application.

|  |
| --- |
| **Signed:**  |
|  |
|  |
|  |
| Applicant |
|  |
|  |
|  |
| Date |