



414 AVE B SOUTH
SASKATOON SK S7M 1M8 CANADA
PHONE: (306) 384-6262
FAX: (306) 384-4850
STOON.FARMERS.MKT@SASKTEL.NET
WWW.SASKATOONFARMERSMARKET.COM

Prospective Vendor Information – August 2010

Rule #1 YOU MAKE IT, YOU BAKE IT, YOU GROW IT, YOU SELL IT

How to apply to become a vendor:

Please note: To be a vendor you must be an approved member of the Co-operative. The procedure to become a vendor is as follows.

1. Come to the Farmers' Market on a Saturday at 414 Ave B So. between 8:00 a.m. and 2:00 p.m. to discuss the operation of the Market with the Manager of Operations. If your product qualifies, you will be given a membership application package. Applications will be processed in the order they are received.
2. Complete and return the application form with the required fees. Application fee currently is \$150. This amount includes your membership dues for the year ending December 31 and processing fee. This fee will be held in trust until the Saskatoon Farmers' Market (SFM) Board of Directors reviews your application.
3. You will be contacted by telephone to notify you of a date and time when the SFM New Member's Committee will review your membership and products. At that interview you will have the opportunity to discuss your product and business. Only products listed on your application will be reviewed for acceptance. If you are unable to attend this interview, please contact the Market phone at **384-6262** to advise that you will not be attending the interview and to request a re-schedule. Your application will **not** be reviewed if you are unable to attend this interview. The committee will take their recommendation on membership to our SFM Board of Directors who will make the final decision on acceptance, rejection or table for a later date.
4. Crafters - The SFM Craft Jury will initially review all craft applications. An interview will be arranged for you to present your products for review by the Craft Jury. The Craft Jury's recommendations will be presented to the SFM New Member's Committee and if products are recommended, you will be contacted for an interview with the SFM New Member's Committee – please see above #3.
5. You will be notified the following day, as to the SFM Board of Director's decision. Remember - Products approved will be based on need.
6. If your application is accepted you will receive your permit as to what you are approved to sell, a copy of the Saskatoon Farmers' Market Bylaws, Rules and Regulations, Harassment Policy, Privacy Policy and Public Health Guidelines.
7. If your application is NOT accepted a \$10 application fee will be retained for administration costs and the \$140 returned.

8. When you are ready to attend Market you **Must** contact the Manager of Operations **one week** prior to request a stall. Space allocations continue to be at a premium and you will be advised whether there will be a stall open for you at that time. Stalls are given out by way of seniority at that particular market.
9. Make certain that you are aware of the Policies, Rules and Regulations as they pertain to your product before you come into the Market.
10. Vendors are required to be in attendance at their stall at least 50% of each vending day.
11. Your membership dues are valid until December 31. Renewal of membership dues is \$100, which is due by January 31.
12. You must provide your own table and setup. Table fees average \$41.00 per week (for 10' frontage). Prepaying for an allocated stall allows you to attend all scheduled market. There is a day charge for occasional vendors.
13. Vendors wanting to introduce a new product after initial acceptance by the Board of Directors are required to complete a New Product Application form and submit to the SFM Board of Directors for approval.

Vendorship Considerations:

- a. Vendorship is dependant on availability of space at the Market, product mix, and quality of product offered.
- b. Consider if your products qualify for year round operation and which market days – (Wednesday & Saturday) or for seasonal consideration.
- c. Consider your ability to conform to Market policies, Rules and Regulations.

In Addition to our Primary Rule: “You Make it, Bake it, Grow it and Sell it”

Preference for Vendorship by the Board of Directors is given to:

- a. Vendors of agricultural products.
- b. Vendors who raise their own product, as well as make, design or process their product.
- c. Items which might be unique or that will bring added interest to enhance the Market’s attractiveness.
- d. Preference may be given to vendors NOT utilizing alternate sales outlets.
- e. Preference may be given to vendors interested in selling year round.

Prospective vendors whose Applications are rejected, may Appeal to the Board in writing within 30 days of notice or rejection and shall be considered by the Board at the next scheduled meeting. Decisions made by the Board shall be made by majority vote. Failure to appeal within the 30 days indicates that the prospective vendor gives up the right to appeal.