

# Vendor Application

## Village of Gagetown Farmers' Market



The Village of Gagetown Farmers Market is scheduled to take place every Sunday at Front Street beginning July 6, 2014 until October 12, 2014 (the season). The hours of operation are 9am – 12pm.

This application is for the 2014 season. In addition the applicant is requested to complete the attached Public Market Vendor Application for Approval issued by the Department of Health.

The Market is governed by a Board of Directors (the Board) which sets the rules and regulations for operation of the market. The Board has the right to limit the number and type of vendors and to reject an application in accordance with its by-laws.

Name of Applicant: \_\_\_\_\_

Contact Information: (email, phone) \_\_\_\_\_

Product List: (provide a detailed listing of all products to be sold. Include for each a listing of materials/produce produced locally which were used to create the final product.

\_\_\_\_\_  
\_\_\_\_\_

Planned attendance: (indicate specific dates) \_\_\_\_\_

### Conditions:

The Vendor agrees to and understands:

- There is a non-refundable application fee of \$20.00 for the 2014 Season.
- All product and items for sale must be locally grown/produced.
- Any additions or deletions to the product list shall be brought to the attention of the Market Board no less than 4 days before the next market day.
- A Certificate of having successfully completed the provincial Food Safe Course must be provided to the Market Board no later than July 27, 2014.
- There shall be no foul language permitted at anytime
- There shall be no music unless provide for by the Market Board
- No power or water is available on site.
- Washroom facilities will be arranged by the Market Board
- A clean and neat booth shall be maintained at all times
- Protection against the elements is the responsibility of the vendor

I have read and understand the conditions and will abide by them during the time that I am a market vendor.

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Signature)

Completed applications can be emailed to: [villageofgagetownfarmersmarket@hotmail.com](mailto:villageofgagetownfarmersmarket@hotmail.com) or mailed to 25 Tilley Road, Gagetown, New Brunswick E5N 1A7, Att: Village of Gagetown Farmers' Market.

## PUBLIC MARKET VENDOR

### Application for Approval-Class 3, Class 3(With Handling), Class 4

#### A. VENDOR INFORMATION

MARKET AND LOCATION:

(ONE MARKET PER APPLICATION):

DATES AND TIMES OF OPERATION:

NAME OF VENDOR:

NAME OF BOOTH(IF DIFFERENT):

PHONE NO.

( )

ALTERNATE PHONE NO.

( )

#### B. FOOD MENU ITEMS

MENU ITEM	RAW	COOKED

#### C. FACILITY AND OPERATIONS INFORMATION

1. WHERE WILL FOODS BE PREPARED?

AT HOME       AT THE MARKET       PART AT HOME, PART AT THE MARKET       AT LICENCED FOOD PREMISES   
 OTHER  EXPLAIN

2. DESCRIBE (BE SPECIFIC) HOW FROZEN, COLD AND HOT FOODS WILL BE TRANSPORTED TO THE MARKET:

3. METHOD USED FOR TEMPERATURE CONTROL ON SITE: ICE       REFRIGERATION       ELECTRIC WARMER       STEAM TABLE   
 NONE       OTHER  (PLEASE EXPLAIN)

3. HOW WILL FOOD TEMPERATURES BE MONITORED?

4. WHERE AND HOW DO YOU WASH YOUR HANDS WHEN STATIONED AT YOUR BOOTH (DESCRIBE THE METHOD AND EQUIPMENT USED) :

5. IDENTIFY THE SOURCE OF THE WATER SUPPLY. DESCRIBE HOW WATER WILL BE SUPPLIED. HAS IT BEEN TESTED?

6. DESCRIBE HOW ELECTRICITY WILL BE PROVIDED? WILL IT BE PROVIDED 24 HOURS A DAY?

7. HOW WILL FOOD BE PROTECTED DURING DISPLAY/SERVICE FROM INSECTS, DUST, CUSTOMERS, ETC.?

8. DESCRIBE HOW AND WHERE UTENSIL WASHING WILL TAKE PLACE .

9. LIST THE TYPE AND STRENGTH OF SANITIZER YOU WILL USE AT THE MARKET(TEST STRIPS ARE REQUIRED TO TEST SANITIZER STRENGTH)

10. DESCRIBE HOW AND WHERE WASTEWATER FROM UTENSIL AND HANDWASHING AT THE BOOTH WILL BE COLLECTED, STORED AND DISPOSED.

11. HOW WILL CLEANERS AND OTHER CHEMICALS BE STORED IN RELATION TO FOOD SUPPLIES AND UTENSILS AT THE MARKET?

12. TOILET FACILITIES  FLUSH  PORTABLE  
WHERE ARE THESE LOCATED IN RELATION TO YOUR VENDOR BOOTH? WHAT TYPE OF HANDWASHING IS PROVIDED FOR THESE FACILITIES?

13. DESCRIBE THE NUMBER, LOCATION AND TYPE OF GARBAGE DISPOSAL CONTAINERS.

14. NUMBER OF STAFF WHO WILL BE INVOLVED IN THE FOOD VENDING OPERATION OF YOUR BOOTH. WHAT IS THEIR LEVEL OF EXPERIENCE IN FOOD PREPARATION? LIST ANY FOOD SAFETY TRAINING/COURSES THEY HAVE ATTENDED.

**D. MARKET BOOTH FLOORPLAN**

15. PROVIDE A FLOOR PLAN DRAWING OF THE BOOTH AT THE MARKET. IDENTIFY AND DESCRIBE ALL EQUIPMENT (INCLUDING COOKING AND COLD/HOT HOLDING EQUIPMENT), HANDWASHING FACILITIES, WORK TABLES, DISHWASHING FACILITIES(IF APPLICABLE), FOOD AND SINGLE-SERVICE ITEM STORAGE, GARBAGE CONTAINERS, EQUIPMENT FOR CUSTOMER SELF-SERVICE AND DISPENSING OF CONDIMENTS.

**E. FOOD PREPARATION –CLASS 3 (WITH HANDLING) AND CLASS 4 ONLY**

*LIST ALL FOODS AND PROVIDE DETAILS ON FOOD PREPARATION AND HANDLING AT THE MARKET. MAKE ADDITIONAL COPIES IF MORE SPACE IS NEEDED.*

**FOOD AND FOOD SOURCES**  
*DESCRIBE THE FOOD AND WHERE IT WAS PURCHASED*

**FOOD PREPARATION AND HANDLING**  
*FOR EACH FOOD LISTED, DESCRIBE HOW THE FOOD WILL BE HANDLED AND PREPARED AT THE MARKET.*


**F. OTHER REQUIRED ATTACHMENTS**

- CERTIFIED SAFE FOOD HANDLING CERTIFICATE (CLASS 4 ONLY)
- HEALTH POLICY
- CLEANING AND SANITIZING SCHEDULE

VENDOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_