

VENDOR APPLICATION



Dear Potential Vendor,

Second Location - New Vendor Application

Welcome to Calgary's most unique retailing venue. The Calgary Farmers' Market is a special place where the city meets the country. We enjoy discerning customers who seek out quality products which are made, baked, grown or produced by Albertans.

Calgary's favorite farmers' market is proud to announce their second location sprouting up in the new development of Greenwich Village in 2020.

The second location will share a similar look and feel as the current location with 80% of the vendors being well-loved market favorites and 20% being new providers that make, bake, and grow the best local products. Other notable features of the second venue include a more open-concept feel, large indoor and outdoor kids' play area, electric charging car stations, and rentable event space.

The hours for this location will be Wednesday – Saturday 9 am to 7pm and Sunday from 9 am to 5 pm.

You must return your application to the Customer Information kiosk on or before **March 31, 2019**. Please include as much information as possible, you may include pictures, samples etc.

We look forward to reviewing all the wonderful vendor applications that are submitted.

CALGARY FARMERS' MARKET

Stacey Petropoulos
General Manager

CALGAY FARMERS' MARKET FACT SHEET



Complete the attached Vendor Application Form

All applications must be submitted before 5:00 pm on March 31, 2019

- An application fee of \$1,500 is due along with the application via Bank Draft only. Personal cheques will not be accepted.
- A security deposit that is equal to 2 months of fees and operating costs will be required at the time the application is approved. The application fee will be credited towards the security deposit upon approval.
- A current business plan must accompany this application.
- Applications without the required application fee will not be considered.
- If your application is not approved, the application fee will be returned to you.
- Once the application is approved and you choose to withdraw your application you forfeit the application fee.
- The CFM also requires a current credit check of the current Directors and Shareholders of your corporation.
- Once your application is approved we will schedule a meeting to discuss all the details as we will require: full working drawings, specifications, materials list etc. for each vendor and booth.
- Any applicant that requires kitchen space will be responsible for the cost to supply and install exhaust system and make up air system within their licensed kitchen area

Please attach a copy of a current Credit Report and a Bank Draft in the amount of \$1,500 for the application fee made out to the Calgary Farmers' Market.

Please understand that not all business models will be approved as it is up to the discretion of the CFM to make the final decision. Please note that the final decision is based on what is the best fit for the Calgary Farmers' Market.

Please wait until you are contacted by the Market

We will contact you and let you know the status of your application no later than November July 31, 2019

VENDOR APPLICATION FORM



Vendor Application Form (Please print or type)

Company Name: _____

Owner(s) Name(s):

Address: (including postal code)

Business Phone: _____ Cell: _____

Email: _____ Fax: _____

Please provide the name of the individual(s) or corporation that is seeking to execute a Licence to Occupy Space agreement with the CFM. In the case of a corporation, please list the name of the Directors and Shareholders of the corporation and please attach the results of recent **Alberta Corporate Registry Search** of the corporation.

Please provide the names of the individuals who will be responsible for managing the day to day operations of the business you seek to operate at the Calgary Farmers' Market. Please provide a brief summary of these individuals business experience, employment experience and education.

VENDOR APPLICATION FORM

On a separate page please describe in detail the nature of your proposed business that you are seeking to operate at the Calgary Farmers' Market (e.g. what items are you seeking to sell at the market). Expand on how your business meets the "Make it, Bake it, Grow it or Produce it" philosophy of the CFM. (This is where you will list all the items you wish to sell.)

Why are you interested in the Calgary Farmers' Market?

What makes your product stand out from others?

Are you in other markets? If Yes, which markets?

Please provide three business references and two personal references.

Are you currently on Social Media? Which outlets?

How much space do you think you will require (in square feet)?

Will you be installing a kitchen in the food court at the market for your business?

Yes or No (please circle which one applies to you)

Please attach a copy of a current Credit Report and a Bank Draft as an application fee made out to the CFM. Please understand that not all business models will be approved as it is up to the discretion of the CFM management team to make the final decision. Please note, the final decision is based on what is the best fit for the Calgary Farmers' Market.

We ask that you take your time to complete this application and ask that you submit every requirement requested and answer each question in detail. We don't want you to miss out on an exciting business opportunity due to not completing the application in its entirety.

The CFM will complete its review of the information and will be in contact with you via email on or before July 31, 2019

Application is subject to approval by the Calgary Farmers' Market NGC Inc.

This application does not constitute an offer for space.

Signature: _____ Date: _____

Signature: _____ Date: _____

Application Checklist: (Only complete packages will be accepted)

Please verify that you have included all these items

- Completed Application Form
- Alberta Corporate Registry Search
- \$1500.00 Bank Draft made payable to CFM NGC Inc.
- Business Plan
- Credit Report