



KIRKLAND LAKE FOOD & ARTISAN MARKET

2024 APPLICATION

VENDOR INFORMATION

Business Name: _____

Name of Individual: _____

Mailing Address: _____

Town/Township: _____

Phone Number: _____ (Fax) _____

Email: _____

Website or Social Media Handle: _____

Type of Vendor: Producer Prepared Food Vendor Artisan Vendor Other

**Artisan Vendors may only sell 100% original/hand-produced items.*

Items produced by the vendor to be sold at the KL Market: _____

Items not produced by the vendor to be sold at KL Market: _____

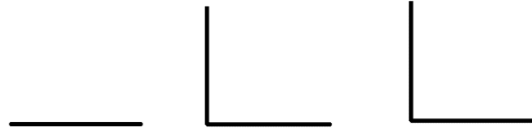
**If reselling, please provide the name of the producer or maker.*

Desired Location: Under Pavilion Outside Pavilion Kitchen

**While location preference will be taken into consideration; it is not guaranteed. Under pavilion consists of both perimeter and centre stalls. Outside pavilion vendors receive a 25% discount on vendor fees.*



Desired Layout(s): Linear L-Shape U-Shape Other *(Please Illustrate Below)*



Desired Frontage: <6' 6' 8' 10' 12' >12'

Pricing is based on 12' of frontage for seasonal vendors and 6' of frontage for weekly vendors.

In addition to frontage, vendors also have access to 6' of depth.

Do you require electricity? Yes No Occasionally

If so, what is it required for? _____

Limited electricity is available, and priority will be given to seasonal food vendors.

Are you interested in donating products towards KLFAM market draws? Yes No

Any additional information to add? _____

MEMBERSHIP INFORMATION

The Kirkland Lake Food & Artisan Market is held outdoors at Civic Park, rain or shine, every Tuesday from 3:00 – 6:00 pm, from June 18th to October 8th, 2024.

Seasonal Vendor (12' Frontage)

Local: \$193.32 + HST = **\$218.45**

Non-Local: \$231.98 + HST = **\$262.14**

Any Expected Absences? _____

Weekly/Casual Vendor (6' Frontage)

Local: \$14.87 + HST = **\$16.80**

Non-Local: \$18.59 + HST = **\$21.00**

June 18

June 25

July 2

July 9

July 16

July 23

July 30

August 6

August 13

August 20

August 27

September 3

September 10

September 17

September 24

October 1

October 8

Payment is due, in full, at the first market you attend. Price will vary based on frontage, stall location, and electricity, so **please confirm cost prior to payment**. For more details on pricing, including the cost for additional frontage, electricity, and kitchen use, please review the 2024 Kirkland Lake Food and Artisan Market Rules and Regulations.

Weekly vendors must pay for all market dates checked off above. Additional dates may be requested but are not guaranteed once the Market season begins. Weekly vendors may request a change to their scheduled dates at least 2 business days prior.

We accept cheques made payable to "The Town of Kirkland Lake". Other forms of payment include cash (exact change only) or debit or credit card at the Joe Mavrincac Community Complex, located at 55 Allen Avenue.

SUBMISSION INFORMATION

All vendors are encouraged to submit this application by Friday, May 31st, 2024.

Any applications may be submitted after May 31st but will only be accepted if:

- There is a demand for the product(s) sold
- There is available space at the Market
- The application is received *at least* 2 business days prior to their first Market

Submitting an application does NOT guarantee acceptance into the market.

Applications can be submitted via:

1. E-mail: Kim.Klockars@tkl.ca
2. Mail: Joe Mavrincac Community Complex
Attn: Kirkland Lake Food & Artisan Market
Postal Box 1757
Kirkland Lake, ON
P2N 3P4
3. Fax: 705-567-2452
4. In-Person: Joe Mavrincac Community Complex, located at 55 Allen Avenue

Please contact the Activity Coordinator at the Joe Mavrinac Community Complex at 705-567-5215 ext. 430 if you have any questions or if you require assistance filling out your application form.

Having read and understood the **Kirkland Lake Food & Artisan Market Rules and Regulations**, I hereby agree to fully comply with these and all other Federal, Provincial, and Municipal rules that may apply. I may forfeit my membership with the Kirkland Lake Food & Artisan Market and thus my right to sell if I am found to be in non-compliance.

Name: _____

Signature: _____

Date: _____

Vendors must be in accordance with all regulations set by the Timiskaming Health Unit, including holding a Food Handler's Certificate if selling prepared foods.

Highlighted KLFAM Rules and Regulations

1. Vendors can set up as early as 12:30 p.m. and are required to be on site no later than 2:30 p.m. Vendors must be ready for the market opening at 3:00 p.m. and stalls are to remain set up until 6:00 p.m., unless arranged with the Activity Coordinator.
2. All vehicles are to be moved outside of Civic Park **immediately** after unloading to leave space for other vendors to unload during set up. Absolutely no vehicles should be inside of Civic Park after 2:30 p.m., unless arranged with the Activity Coordinator. We ask that all vendors drive with extreme caution with windows rolled down while inside Civic Park.
3. Vendors not on site by 2:30 p.m. forfeit their stall location. Planned absences are to be made to the Activity Coordinator by no later than Friday at 3:00 p.m. prior to the absence.
4. The Activity Coordinator has the final say in the daily operations of the market. Any concerns can be made in writing and submitted to the Activity Coordinator or the Director of Community Services if the Activity Coordinator is unable to resolve concerns.
5. An appropriate and respectful attitude towards other vendors, the public, Town of Kirkland Lake staff, and the Kirkland Lake Food & Artisan market is to be always maintained.

For further details, please review the 2024 KLFAM Rules and Regulations