



Please read all of this important information before filling out your application form.

The Garrison Night Market (also referred to as “The Market” throughout) will be held Thursdays from 4:30pm-9pm on the newly renovated lower portion of Carleton St. between Queen St. and the 104th Regiment of Foot pedway, wrapping around the river side of the library toward Officers’ Square. This festive community and retail experience will start after the Changing of the Guard ceremony at 4:30pm and conclude at 9:00pm after the 7:30-8:30pm concert, both in Officers’ Square. Musical and theatrical entertainment will be interspersed with street performers on Carleton St. throughout the evening.

The Garrison Night Market is meant to showcase our diverse and creative community through handmade, locally produced & designed items as well as internationally imported products that are handmade or artisan produced. We hope to see:

- Artists, Designers, Crafters
- Artist-made Imported Goods
- Creative and Ethnic Cuisine
- Local Microbrew Cider and Wine
- Animation by Local Tourism Attractions
- Jams, Jellies, Preserves, Baked Goods
- Fresh Local Produce
- Street Artists & Performers
- Food Trucks
- And, more!

Fredericton Tourism staff reserve the right to select, organize and determine the number of vendors for The Market, at their discretion, to allow for a variety of styles and offerings.

In 2018, Fredericton Tourism will limit the number of food truck operators and will select the operators, through the application process, based on the needs of The Market, determined by Fredericton Tourism.

Fredericton Tourism will specifically negotiate contracts with entities that animate the space. A limited number of buskers will be permitted and those will be chosen based on the needs of The Market, determined by Fredericton Tourism. Tourism and cultural attractions that will bring dynamism, engagement and entertainment will be considered for space within the market free of charge.

Fredericton Tourism will limit the number of non-profit organizations (non-retail) per week. On-site fundraising, with the exception of tickets for future events & lotteries, will not be permitted.

Fredericton Tourism reserves the right to place vendors where appropriate within the market area. Spaces are not proprietary to vendors and can be changed from week to week, at Fredericton Tourism’s discretion. Buskers that involve sound will be instructed as to when they can or cannot perform during the market hours to avoid competing negatively with other entertainment.

Below, you will find the terms and conditions of vending at the Garrison Night Market. **By submitting the application, you agree to all terms and conditions outlined below. If a vendor violates any of these terms and conditions, Fredericton Tourism reserves the right to restrict them from vending at any future Garrison Night Market. Fredericton Tourism’s Night Market Manager is the final authority on these decisions.**

TERMS AND CONDITIONS:

VENDOR FEES

Deadline for payment, once application is approved, is no later than Monday at 4:30pm the week of the first market night you wish to attend. Vendors are required to apply and pay for a minimum of 3 market weeks if approved. Last minute applications may be considered, for an additional charge, if there is space and enough time for approvals. One (1) standard 10x10 space can be shared by no more than 2 vendors by prior approval of the Night Market Manager.

- \$25 per week (min. 3 weeks), per standard 10x10 space
- \$30 per week, per standard 10x10 space for last minute applications that can be approved on short notice.
- \$75 per week, per suitably sized Food Truck space

Youth Entrepreneur (<25 or full-time student) discount:

- \$15 per week (minimum 3 week commitment), per standard 10x10 space

Multi-space discount for standard 10x10 spaces:

- For each additional standard 10x10 space booked by the same vendor, there will be a \$5 discount per additional space. There is still a requirement to purchase a minimum of three weeks to attend the Night Market (example: 2 standard spaces for the same vendor = \$45/week, 3 spaces = \$65/week, etc.)

Multi-week discounts for standard 10x10 spaces:

- \$125* for 6 weeks, per 10x10 space (that's 1 free week, *no refunds)
- \$225* for 12 weeks, per 10x10 space (that's 3 free weeks, *no refunds)

Add ons:

- \$5 per week, per double power outlet (**vendors are required to illuminate their space**).
- \$5 per week for 6' Table (first come, first served, while quantities last)
- \$10 per week for 10x10 Tent with canopy, no side walls (first come, first served, while quantities last)

CANCELLATION POLICY

With the exception of those vendors who have taken advantage of the multi week discount, or those who haven't yet paid for the minimum of 3 weeks, vendors have until the Monday at 4:30pm of the market week to cancel and receive a full refund of their fee. Vendors that cancel on Tuesday of the market week or later will not be eligible for a refund.

Vendors will be expected to contact the Garrison Night Market Office by phone (506.292.0686) and inform them of their cancellation regardless of the cancellation deadline stated in this application. "No Shows" without calling by Thursday mornings will not be permitted at future markets regardless of payment status.

VENDOR RESPONSIBILITIES

- Vendors are to be set-up and ready to receive customers by 4:25pm
- Vendors are responsible for bringing their own materials, including hand carts/dollies, a tent, tables, displays, lights and chairs, if you want them. Note: 10'x10' Tents (no side walls) and/or 6' tables are available, while quantities last, on a first come, first served basis for an additional rental fee
- Vendors must contain any displays or installations within their rented 10x10 space. Do not encroach on your neighbouring vendors.
- Vendors must remove ALL displays, installations and refuse from their rented space. Nothing is to be left behind. Garbage and recycling receptacles will be provided throughout The Market for customers.
- Vendors may start tear-down no earlier than 9pm (unless given prior approval) and the Market space should be vacated by 10pm.
- Vendors who require power must to bring their own extension cord(s) and surge protector(s).
- Please indicate if you will need power on your application and you will be placed as close to a power outlet as possible.
- **Vendors are required to illuminate their space (Note: Sunset begins at approx. 7:30pm mid-August)**
- Vendors are required to secure any and all permits, approvals or licenses required for their booth, if needed.
- Those selling food will be required to meet current NB Dept. of Health regulations and provide proof of licensing before being allowed to set-up.
 - Contact the NB Department of Health: ambre.drost2@gnb.ca or 453-2830
- Those selling cider or wine must meet current Alcool NB Liquor AND NB Dept. of Justice & Public Safety and provide proof of licensing before being allowed to set-up.
 - Contact Alcool NB Liquor: tim.seymour@anbl.com or 452-6546
 - Contact the NB Dept of Justice & Public Safety: dps-msp.information@gnb.ca or 453-7472

WHAT IS NOT ALLOWED

- Vendors are not allowed to be associated with any national or franchised chain establishment.
- Sale of mass produced items is not allowed (without prior exemption)
- Sale of illicit materials is not allowed (including copyrighted or "knock off" products)
- Pets are not allowed on-site.
- No amplified sound without prior approval of the Garrison Night Market Manager.

SET-UP AND PARKING*

- We encourage vendors to park nearby, prior to 3pm, to unload and handcart items into their space. Parking at meters is free of charge after 5pm.
- Vendors who **must** bring a vehicle to their space will be permitted to bring their cars onto the street between 3pm and 4pm for set-up. All vehicles must vacate market area by 4:00pm. You will be granted access to the market space in your vehicle at the road closure at the corner of Carleton and Queen Sts. and advised to keep your speed to a crawl.
- Exceptions to leave vehicles on Carleton St. for the duration of The Market will be considered under special circumstances. For example: Farm producers who are selling from their trucks. Some of these vendors will be placed on the river side of the library where larger spaces will be available.
- ***Please note:** Parking, entrance and egress to the site is still being planned. Updated info. will be provided soon.

TEAR-DOWN AND EXIT*

- Vendors may start tear-down no earlier than 9pm (unless given prior approval) and The Market area should be vacated by 10pm.
- We encourage vendors to handcart items out of their space to parked vehicles elsewhere.
- Vendors who **must** bring their vehicle to their space will be permitted after 9:15pm
- You will be granted access to the market space in your vehicle and advised to keep you speed to a crawl.
- We ask those vendors who have an exception to have their vehicle on Carleton St. during The Market wait until 9:15pm before leaving and do so at a very slow speed.
- ***Please note:** *Parking, entrance and egress to the site is still being planned. Updated info. will be provided soon.*

GOOD VENDOR BEHAVIOR

The day of the Garrison Night Market can get hectic, specifically during vendor setup. The Garrison Night Market takes an immense amount of time and people-power to pull off. We ask that vendors be cooperative and respectful to Garrison Night Market employees and other vendors. Vendors are to be on time to set up and promptly remove their vehicle or carts from the market area before 4:00pm. Any verbal or physical abuse will not be tolerated and offending individual(s) will be asked to leave immediately and they will not be permitted at the Garrison Night Market in the future.

RAIN PLAN

The Garrison Night Market will proceed rain or shine.

ENVIRONMENTAL AWARENESS

With this many people coming together to enjoy delicious food and drink, trash is always going to be an issue. We ask all of our vendors to consider the packaging they provide with their food, beverages, and other products, in order to make them recyclable, biodegradable, or reusable wherever possible.

Please consider this seriously. In the future this may be an operational requirement.

POST-MARKET EVALUATIONS

We want to make this a great experience for our vendors. To do this, vendors will be asked to fill out a post-Night Market evaluation form. This form will be used to give Fredericton Tourism insight to the successes and challenges of each Garrison Night Market, and the impact they have on the vendors. This information will be used to analyze the market and identify ways to improve how the Garrison Night Market functions. These forms will be sent out via email to the vendors on the Monday after each market.

Fredericton Tourism may, at any time and at their sole discretion, modify these terms and conditions as required with or without notice.

Thank you for reading until the end!

Return applications by mail or in person to:

Fredericton Tourism
11 Carleton Street
Fredericton, NB
E3B 3T1

by E-mail to: tourism@fredericton.ca
or, by Fax to: 506.460.2474

If you have any questions, please E-mail tourism@fredericton.ca or call 506.292.0686



February 2018

Garrison Night Market Vendor Application:

Name of Business: _____

Vendor Type:

- Artist / Designer / Crafter
- International Importer of handmade goods
- Beverages – alcoholic / Micro Brewery
- Beverages – non-alcoholic
- Local Tourism Attraction
- Busker - Type: _____
- Non-Profit
- Farm Producer
- Food (a Market License will be required)
- Food Truck **PROVIDE Mobile Canteen License Number:** _____
- Other: _____

Tell us about what you do*, please be specific:
*Please attach photos of what you would like to sell or do.

Your name: _____

E-mail: _____

Phone (Cell, Daytime, Evening): _____

Address (St., City, Province, Postal Code): _____

Are you a Youth Entrepreneur? (<25 or full time student) Please circle Yes or No

Have you been a Garrison Night Market vendor before? *Not applicable until after June 21, 2018*

Please circle Yes or No

If yes, when? _____

Do you vend at any other markets or festivals? If yes, which ones?

Do you require power? Please circle Yes or No

If you require power, and you require more than a regular plug in, please be specific: _____

Do you require a water supply? Please circle Yes or No

If yes, do you require hot water? Please circle Yes or No

Do you wish to rent a 6' table, if available? Please circle Yes or No

Do you wish to rent a 10'x10' tent (no side walls), if available? Please circle Yes or No

Will you be bringing your own 10x10 tent? Please circle Yes or No

Are there any other requirements you may have? Please be specific: _____

Please provide your website and/or social media addresses for additional promotion of your business:

Which Market(s) would you like to attend*? Please note that you must plan to attend a minimum of 3 markets.

- | | |
|--|--|
| <input type="checkbox"/> June 21, 2018 | <input type="checkbox"/> August 2, 2018 |
| <input type="checkbox"/> June 28, 2018 | <input type="checkbox"/> August 9, 2018 |
| <input type="checkbox"/> July 5, 2018 | <input type="checkbox"/> August 16, 2018 |
| <input type="checkbox"/> July 12, 2018 | <input type="checkbox"/> August 23, 2018 |
| <input type="checkbox"/> July 19, 2018 | <input type="checkbox"/> August 30, 2018 |
| <input type="checkbox"/> July 26, 2018 | <input type="checkbox"/> September 6, 2018 |

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- \$15 per week (min. 3 weeks), per standard 10x10 space, **for Youth Entrepreneurs (<25 or full-time student)**
- \$30 per week, per standard 10x10 space for last minute applications that can be approved on short notice.
- \$75 per week, per suitably sized **Food Truck** space

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