



2019 Application Information

(4 pages)

Updated: November 1, 2018

Please read all of this important information before filling out your application form. PLEASE NOTE: THERE ARE CHANGES FROM THE 2018 APPLICATION FORM, INFORMATION AND TERMS & CONDITIONS.

Fredericton Tourism is thrilled with the inaugural response to The Garrison Night by our vendors, community and visitors. We look forward to another successful season! Based on vendor responses to our end of season survey, most were comfortable with the hours of operation but there seemed to be an appetite to continue until the end of September. The 2019 season will be 14 Thursdays, June 20 until September 26 and it will continue to take place from 4:30pm-9pm. The Garrison Night Market Market (also referred to as "The Market" throughout) will take a break on September 12 for the Harvest Jazz & Blues Festival. This festive community and retail experience will weave around the Changing of the Guard ceremonies and concert in Officers' Square. A rotation of musical and theatrical entertainment will continue to 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, Mead and Wine
- Animation by Local Tourism Attractions
- Jams, Jellies, Preserves, Baked Goods
- Fresh Local Produce
- Street Artists & Performers
- Food Trucks and Trailers
- And, more!

Below, you will find the terms and conditions for vending at the Garrison Night Market. **By submitting the application, you agree to all terms and conditions outlined below and in the attached Appendix A. 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:

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

Fredericton Tourism will set the number of food truck and trailer operators and will select the operators based on the needs of The Market, determined by Fredericton Tourism. Any food truck or trailer vendors who are interested in applying for the Garrison Night Market must first be placed on the City of Fredericton's vendor list. **Appendix B** of this application form is the application to get on the list of potential food truck/trailer vendors for City of Fredericton operated events (including, but not limited to, the Garrison Night Market).

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. With the exception of tickets for future events & lotteries, on-site fundraising by placing or roaming with a container for accepting donations will not be permitted. The PRIMARY visual impact of a non-profit organization's booth must be the non-profit event they are supporting and not the commercial entity that is doing the supporting. The Market reserves the right to revoke approval for future attendance if this is not how the non-profit is represented.

There will be no political activity permitted at the Garrison Night Market.

Although Market staff will endeavor to work toward more predictable placement of our vendors some movement will be inevitable. Fredericton Tourism continues to reserve the right to place vendors where it deems appropriate within the market area. Spaces are not proprietary to vendors and can be changed from week to week, at Fredericton Tourism's discretion.

DEADLINE FOR APPLICATIONS

Food Trucks/Trailers: Deadline for first intake of applications is **Friday, February 1, 2019**. Deadline for payment, once application is approved, is no later than Friday, March 1, 2019.

All other vendors: Deadline for first intake of applications is **Friday, April 26, 2019**. Deadline for payment, once application is approved, is no later than Friday, May 31, 2019.

If there is room after the first intake of vendor applications, we may accept more. This is not guaranteed. Vendors are required to apply for and, if approved, pay for a minimum of 7 market weeks, with the exception of Food Trucks/Trailers. The number of weeks for Food Trucks/Trailers will be set by Fredericton Tourism. 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. Collectives may be considered on a case-by-case basis at the discretion of the Garrison Night Market Manager.

VENDOR FEES

- \$25 per week (min. 7 weeks), per standard 10x10 space for retail vendors
- \$30 per week, per standard 10x10 space for last minute applications that can be approved on short notice.
- \$35 per week (min. 7 weeks), per standard 10x10 space for food vendors (non-vehicular).
- \$100 per week, per suitably sized Food Truck / Trailer space

Youth Entrepreneur discount (**<25 or full-time student. I.D. required, student operating business on-site each week**):

- \$15 per week for individuals (minimum 7 week commitment), per standard 10x10 space
- Collectives are not eligible for Youth Entrepreneur rate.

Multi-space discount for standard 10x10 retail 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 7 weeks to attend the Night Market (example: 2 standard spaces for the same vendor = \$45/week, 3 spaces = \$65/week, and so on.)

Multi-space discount for standard 10x10 food vendor (non-vehicular) 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 7 weeks to attend the Night Market (example: 2 standard spaces for the same vendor = \$65/week, 3 spaces = \$95/week, and so on.)

Multi-week discounts for standard 10x10 retail vendor spaces:

- \$300* for 14 weeks, per 10x10 space (that's 2 free weeks, *no refunds)

Multi-week discounts for standard 10x10 food vendor spaces (non-vehicular):

- \$420* for 14 weeks, per 10x10 space (that's 2 free weeks, *no refunds)

Additional services (**SEE APPENDIX A**):

- \$5 per week, per double 120V power outlet (vendors are required to illuminate their space)
All requirements must be disclosed or we may not be able to accommodate you with power.
- \$5 per week for 6' Table (first come, first served, while quantities last)
- \$10 per week for 10x10 Tent with canopy, no side walls or anchor weights (first come, first served, while quantities last)

CANCELLATION POLICY

With the exception of those vendors who have taken advantage of the multi week discount, 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 or e-mail (506.292.0686 or GarrisonNightMarket@Fredericton.ca) and inform staff of their cancellation regardless of the cancellation deadline stated in this application. "No Shows" without contacting Market Management by Thursday before 10am 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 4:15pm
- Vendors are responsible for bringing their own materials, including hand carts/dollies, a tent (with anchor weights), tables, displays, lights and chairs, if you want them. Note: 10'x10' Tents (no side walls or weights) and/or 6' tables

are available, while quantities last during the application process, on a first come, first served basis for an additional rental fee. **SEE APPENDIX A**

- Vendors must be ready for rain. **SEE APPENDIX A** for tips on what you can do to be prepared.
- 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. **SEE APPENDIX A** regarding Garbage disposal for vendors.
- Food vendors MUST use grey water and grease disposal container provided. NO exceptions. **SEE APPENDIX A.**
- Vendors may start tear-down no earlier than 9pm (unless given prior approval) and the Market space should be vacated by 10pm.
- Please indicate if you will need power, and how much power, on your application and you will be placed as close to a power outlet as possible. Vendors who require power must bring their own outdoor use extension cord(s) and surge protector(s). **SEE APPENDIX A** for criteria around what is acceptable.
- Vendors are required to illuminate their space (Note: Sunset at approx. 7:30pm by mid-August). **SEE APPENDIX A.**
- 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. **SEE APPENDIX A** for contact information.
- Those selling cider, mead or wine must meet current Alcohol NB Liquor AND NB Dept. of Justice & Public Safety and provide proof of licensing before being allowed to set-up. **SEE APPENDIX A** for contact information.

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)
- Smoking or vaping is not allowed on-site.
- Pets are not allowed on-site.
- No vendor will have sound (amplified or not) without prior approval of the Garrison Night Market Manager. This will be coordinated with scheduled entertainment and other vendors wishing to have sound. Night Market staff have the authority to ask that sound be lowered or turned off at any time.

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. Check here for a list of parking areas: <http://www.fredericton.ca/en/roads-parking/parking-facilities> (remember, the Officers’ Square Lot listed is closed for The Market)
- 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 4pm. 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. Unload and move your vehicle off of Carleton Street prior to setting up your space – the street becomes very congested and backed up.
- 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.

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 once pedestrians have cleared and it is safe to do so. DO NOT advise anyone to come to the entrance of the market with a vehicle prior to 9:15pm – they will not be granted entrance.
- Motorists are advised to keep their speed to a crawl once granted access to the market space for tear down.
- 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.

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 4pm. 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. **SEE APPENDIX A.**

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 the 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 at the end of The Market season. If at any time you have comments or concerns please do not wait until the end of the season. They can be directed to Market Management. Contact information is below.

DISCLAIMER

The Garrison Night Market, Fredericton Tourism, the City of Fredericton or staff thereof is not responsible for the loss, damage or theft of vendor property or profits.

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!

GarrisonNightMarket@fredericton.ca

506.292.0686



2019 APPENDIX A to Application Form
(2 pages)

November 1, 2018

ELECTRICAL:

Electrical products that don't meet Canadian electrical safety requirements may be dangerous. Any electrical products that do not have certification marks from CSA, cUL, or cETL will not be permitted for use at the Garrison Night Market. We reserve the right to disconnect and restrict any unsafe and dangerous electrical products. Please refer to The Government of Canada electrical product safety page for more information. <https://www.canada.ca/en/health-canada/services/home-safety/electrical-products.html#a1> and look for these labels on your outdoor use electrical cords:



The Garrison Night Market is open air and a rain or shine event. For this reason, all extension cords must be rated for outdoor use. This restriction is for your wellbeing as it will help to eliminate potentially life threatening safety hazards. When using extension cords always inspect the cord for damage before use.

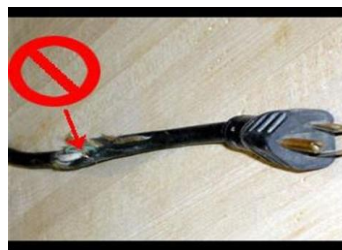
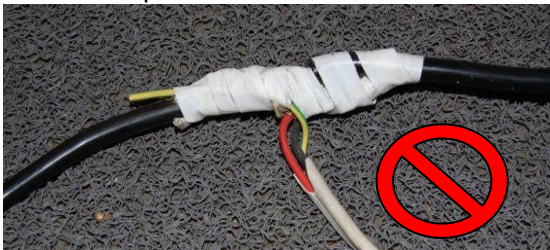
Indoor use cord (unsafe for outdoor use):



Approved outdoor use cord:



More examples of unsafe cords:



All vendors that will need access to power are required to bring their own extension cords (recommended length of 50ft). Access to power is provided for a fee. Extension cords are NOT provided.

Please note that power access will not be available until after 3pm and will be shut off to vendors at 9:30pm.

VENDOR SPACE ILLUMINATION

In order to illuminate your booth it is not always required that you be connected to power. There are alternatives such as solar or battery powered string lights. Alternatively powered lights can be similar in price to classic string lights and won't require you to pay a power fee. If you add up the power fee and the lighting cost it can add up to significantly more than a set of solar or battery powered lights.

TENT AND TABLE RENTALS

Vendors who will be renting tables and/or tents can pick up these items from the baby barn located beside the Guard House in Barracks Square. Your rental must be paid for in advance. Market staff will require your vendor name or number to sign out the item, they will mark the items as returned once they are brought back at the end of the night (prior to 10pm).

WEIGHTING YOUR TENT CANOPIES

The Garrison Night Market is an outdoor experience with varying weather conditions. Weighting down the tent is the sole responsibility of the vendor (whether it is their own tent or rented from the Garrison Night Market). Not all vendor

locations have access to grass terrain so pegging the tent down is not always an option. A great alternative to pegs involves placing weights on the legs; weights can range from dumbbells to large jugs of water (that can be filled once you get to The Market). A great article for holding your tent down on the street can be found here (<https://www.wikihow.com/Hold-Down-a-Canopy-Tent-on-Concrete>). Garrison Night Market staff has authority to deny the vendor from setting up if the vendor does not have proper tent weights and the wind is gusting.

WATER ACCESS

Vendors who require access to water can sign out a key from the Garrison Night Market office (located in the Garrison General Store at the corner of Queen and Carleton Street) by providing their vendor name or number. They will then be able to access the sinks in the rear of the Fredericton Tourism office located at 11 Carleton Street. Keys should be returned immediately upon completion of use and must be returned before 9pm to the Night Market office.

GARBAGE DISPOSAL

Garbage and recycling receptacles will be provided throughout The Market for customers. There is ONE dumpster to be used by Garrison Night Market vendors and it is located at the north end of the Fredericton Region Museum. Do not use any other dumpster.

GREY WATER AND GREASE DISPOSAL

It is mandatory that all food vendors dispose of oil and/or grey water into the grease container located behind the shipping container near the pedway. NO dumping on the ground or down a manhole/sewer or sink, it must be dispensed into the approved container provided by the City of Fredericton. Any vendors caught dumping their waste on the ground, down a city manhole/sewer or in a sink will no longer be able to participate in the Garrison Night Market or at events on City property in the future.

FOOD VENDOR LICENSING

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

ALCOHOL VENDOR LICENSING

Those selling cider, mead 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

IN THE EVENT OF RAIN

The Garrison Night Market is a rain or shine event. Come prepared for rain. Some ways to work around intermittent showers are to: bring tarps (clear plastic allows customers to continue to see what you are selling), add side walls to your tent, have large plastic bins on standby to put product in to keep it dry.



2019 Vendor Application Form
(3 pages)

November 1, 2018

Note: By submitting this application, you agree to all terms and conditions outlined in the Application Information document and Appendix A & B that accompany this Application Form. 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.

Name of Business: _____

Vendor Type:

- Artist / Designer / Crafter
- International Importer of handmade goods
- Beverages – alcoholic / Micro Brewery
- Beverages – non-alcoholic
- Local Tourism Attraction
- Non-Profit
- Farm Producer
- Food (a Market License will be required)
- Food Truck/Trailer **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? Please circle Yes or No

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

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

Do you require power? Please circle Yes or No

All requirements must be disclosed or we may not be able to accommodate you with power.

Please indicate exactly what you are powering and how many 120V outlets you will require. This is imperative. We will not be able to place you properly or accommodate extra power requirements at the last minute. See Appendices 1&2

Food Truck / Trailer Power:

If you require specialized outlets please indicate here. Attaching a photo would be very beneficial. See Appendices 1&2:

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

You will be advised if a table is available upon approval of your application.

Do you wish to rent a 10'x10' tent, if available? (NO side walls or anchor weights provided), Please circle *Yes or No

*It is strongly recommended that you bring your own anchoring weights for the tent. **SEE APPENDIX A**

You will be advised if a tent is available upon approval of your application

Is there anything else you would like to share with us? : _____

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 7 markets.

- | | | | |
|--------------------------|----------------|--------------------------|--------------------|
| <input type="checkbox"/> | June 20, 2019 | <input type="checkbox"/> | August 8, 2019 |
| <input type="checkbox"/> | June 27, 2019 | <input type="checkbox"/> | August 15, 2019 |
| <input type="checkbox"/> | July 4, 2019 | <input type="checkbox"/> | August 22, 2019 |
| <input type="checkbox"/> | July 11, 2019 | <input type="checkbox"/> | August 29, 2019 |
| <input type="checkbox"/> | July 18, 2019 | <input type="checkbox"/> | September 5, 2019 |
| <input type="checkbox"/> | July 25, 2019 | <input type="checkbox"/> | September 19, 2019 |
| <input type="checkbox"/> | August 1, 2019 | <input type="checkbox"/> | September 26, 2019 |

DEADLINE FOR APPLICATIONS

Food Trucks/Trailers: **Deadline** for first intake of applications is **Friday, February 1, 2019**. Deadline for payment, once application is approved, is no later than Friday, March 1, 2019.

All other vendors: **Deadline** for first intake of applications is **Friday, April 26, 2019**. Deadline for payment, once application is approved, is no later than Friday, May 31, 2019.

If there is room after the first intake of vendor applications, we may accept more. This is not guaranteed.

Vendors are required to apply for and, if approved, pay for a minimum of 7 market weeks, with the exception of Food Trucks/Trailers. The number of weeks for Food Trucks/Trailers will be set by Fredericton Tourism. 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. Collectives may be considered on a case-by-case basis at the discretion of the Garrison Night Market Manager.

VENDOR FEES

- \$25 per week (min. 7 weeks), per standard 10x10 space for retail vendors
- \$30 per week, per standard 10x10 space for last minute applications that can be approved on short notice.
- \$35 per week (min. 7 weeks), per standard 10x10 space for food vendors (non-vehicular).
- \$100 per week, per suitably sized Food Truck / Trailer space

VENDOR FEES (CONTINUED)

Youth Entrepreneur discount (<25 or full-time student. I.D. required, student operating business on-site each week):

- \$15 per week for individuals (minimum 7week commitment), per standard 10x10 space
- Collectives are not eligible for Youth Entrepreneur rate.

Multi-space discount for standard 10x10 retail 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 7 weeks to attend the Night Market (example: 2 standard spaces for the same vendor = \$45/week, 3 spaces = \$65/week, and so on.)

Multi-space discount for standard 10x10 food vendor (non-vehicular) 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 7 weeks to attend the Night Market (example: 2 standard spaces for the same vendor = \$65/week, 3 spaces = \$95/week, and so on.)

Multi-week discounts for standard 10x10 retail vendor spaces:

- \$300* for 14 weeks, per 10x10 space (that's 2 free weeks, *no refunds)

Multi-week discounts for standard 10x10 food vendor spaces (non-vehicular):

- \$420* for 14 weeks, per 10x10 space (that's 2 free weeks, *no refunds)

Additional services:

- \$5 per week, per double 120V power outlet (vendors are required to illuminate their space) – see **Appendix A**.
All requirements must be disclosed or we may not be able to accommodate you with power.
- \$5 per week for 6' Table (first come, first served, while quantities last)
- \$10 per week for 10x10 Tent with canopy, no side walls or anchor weights (first come, first served, while quantities last)

Return applications by mail or in person to:

**Fredericton Tourism
11 Carleton Street
Fredericton, NB
E3B 3T1**

by E-mail to: GarrisonNightMarket@fredericton.ca

or, by Fax to: 506.460.2474

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