



## 2023 Application Information

Please read all this important information before filling out your application form. **Please note changes from the 2022 application information and terms & conditions.**

The 2023 season will be 14 weeks, from June 8 until September 7, 2023 and it will continue to take place on Thursdays from 4:30pm-9pm.

The Garrison Night Market showcases our diverse and creative community through a variety of handmade, locally produced & designed items, international foods, 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 Garrison Night Market Manager is the final authority on these decisions.**

### TERMS AND CONDITIONS:

Fredericton Tourism staff reserves 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. Attractions that 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. Except for 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 deemed 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 applications is **Friday, February 17, 2023, please also include a photo of the mobile canteen along with application.** Deadline for payment, once application is approved and number of weeks is determined, is no later than Friday, April 7, 2023.

**Food Tables:** Deadline for applications is **Friday, February 24, 2023.** "Food Table" refers to any vendor selling food that is prepared and served during The Market. This excludes pre-made / packaged food or beverages, ie: baked treats/pickled goods/bottled drinks or "Food & Beverage Retail." Deadline for payment, once application is approved and number of weeks determined, is no later than Friday, April 7, 2023.

**Note:** The number of weeks for Food Tables and Food Trucks/Trailers will be set by Fredericton Tourism.

**All Other Vendors:** Deadline for applications is **Friday, March 10, 2023.** "All other vendors" are required to apply for and, if approved, pay for a minimum of 4 market weeks. Deadline for payment, once application is approved, is no later than Friday, April 21, 2023.

If there is room after the vendor application deadlines, we may accept more. This is not guaranteed.

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\*

- \$35 per week (min. 4 weeks), per standard 10x10 space for first intake, Retail and Food & Beverage Retail vendors.
- \$70 per week, per standard 10x10 space for Food Table vendors (non-vehicular). **Electrical included.**
- \$175 per week, for a suitably sized Food Truck / Trailer space. **Electrical included.**

Youth Entrepreneur discount\* (<25 or full-time student. **Photocopy of ID required at time of application submission**):

- \$30 per week for individuals per standard 10x10 space.
- \$60 per standard 10x10 space for Food Table vendors (non-vehicular). **Electrical included.**
- \$150 per week, for a suitably sized Food Truck / Trailer space. **Electrical included.**

\*All vendor fees **include insurance** and HST

\*Collectives are not eligible for Youth Entrepreneur rate.

Non-Profit Organization discount:

- \$25 per week per standard 10x10 space.
- Non-Profits may apply for 1 - 2 weeks.

Multi-space discount for standard 10x10 retail spaces:

- For an additional standard 10x10 space booked by the same vendor, there will be a \$5 discount. Two standard spaces for the same vendor = \$65/week.

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

- \$5 per week, per 120V power outlet (vendors are required to illuminate their space but this can be achieved by solar or battery means, if you choose)  
All requirements for power 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**

Vendors have until **12:00pm on Monday of the market week to cancel and receive a full refund of their fee**. Vendors that cancel after Monday will not be eligible for a refund.

**Vendors will be expected to contact the Garrison Night Market office by phone or e-mail (506.470.4701 or GarrisonNightMarket@Fredericton.ca) and inform staff of their cancellation regardless of the cancellation deadline for refunds stated in this application.**

## **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 for rent, 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 product from their rented space at the end of the market. 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. 8:30pm by mid-August). **SEE APPENDIX A.**
- Vendors are required to secure all permits, approvals or licenses required for their booth.
- Those selling food will be required to meet current New Brunswick Department 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 New Brunswick Liquor AND New Brunswick Department 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.
- **Single-use plastic water bottles will not be permitted for sale or distribution at The Garrison Night Market.** There is a water truck on site to provide free access to drinkable water for vendors and patrons at The Market. The sale of other beverages such as pop is still permitted.

## 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> (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 2:30pm and 4:00pm 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 St. and advised to keep your speed very slow. Unload and move your vehicle off Carleton Street prior to setting up your space – the street can become 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 very slow 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 and takedown. 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 our vendors to consider the packaging they provide with their food, beverages, and other products, to make them recyclable, biodegradable, or reusable wherever possible. We strongly encourage vendors to not use Styrofoam packaging. Please consider this seriously. Soon this may be an operational requirement.

**Single-use plastic water bottles will not be permitted for sale or distribution at The Garrison Night Market.** There will be a campaign to our customers asking them to bring their own refillable bottles to use the City's potable water trailer for refills. The sale of other beverages such as pop is still permitted.

## **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](mailto:GarrisonNightMarket@fredericton.ca)

506.470.4701