259 Scott St.
Fort Frances, ON, P9A 1G8

FORT FRANCES MUSEUM AND CULTURAL CENTRE 19 78

P: (807) 274-7891
E: museum@fortfrances.ca

RAINY LAKE SQUARE

Rainy Lake Market Vendor Contract – 2025 Season

Business Name: _____ **Type of product(s) selling:** _____

Vendor Name: _____ **Address:** _____

Phone Number: _____ **Email:** _____

I AGREE TO THE FOLLOWING TERMS FOR VENDING AT THE RAINY LAKE MARKET:

- Vendors agree to pay the vendor fee of $10.00 per day or $50.00 per season. Fees are subject to HST as per the Town of Fort Frances 2025 Schedule of Fees By-law.
- Market hours are 10:00 am until 2:00 pm. Vendors must be set up and ready to sell prior to 10:00 am and must remain set-up and on site until the conclusion of the market at 2:00 pm. Please refer to the RLS Market Vendor Handbook for more information.
- Vendors must cancel 1 week before the market, or they are responsible for paying the full fee. If the vendor repeatedly cancels without giving notice, the vendor will not be asked back to the 2026 Market.
- The vendor must dismantle and clean-up their vending station by no later than **3:00 p.m.** on Thursdays. The vendor **must** leave the area as it was found at time of set-up.
- The vendor must be local *or* be a maker, artist, grower, farmer, service provider, curator of quality goods, or artisan who sells their own brand, creations, or hand-made/grown items.
- Any vendor **preparing food** on site or **selling prepared food** on site **must** have all required certification from the Northwestern Health Unit and must present a copy of the certification to the Market Coordinator.
- In the event of rain, the market will be moved from Rainy Lake Square into the Memorial Sports Centre. The Market Coordinator will contact vendors between 7:30 to 8 am to announce the location change.
- Vendors will not park on Scott St. during the market. Special dispensation for food trucks can be arranged in advance with the town By-law officers. Please refer to the RLS Market Vendor Handbook.
- Rainy Lake Market Square (Town of Fort Frances) is not liable for broken, damaged or stolen products.
- Rainy Lake Market Square (Town of Fort Frances) **does not tolerate any aggressive behavior, verbal abuse, or harassment** towards staff, fellow vendors, customers or visitors. If it becomes a reoccurring issue a written notice may be issued. Inappropriate action may result in being asked to immediately leave or being barred from returning to the Market.
- Vendors **must comply with safety guidelines** put in place by the Rainy Lake Market Square (Town of Fort Frances).
- Vendors opting to use their own equipment (ie. Tent/tables/etc.) must ensure it fits within the specified spot requested in the application.

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1. **Market Date Requested:** Please indicate the dates that you would like to register for the RLS Market. **Check** the **box below** the date:

May 22	May 29	June 5	June 12	June 19	June 26	July 3

July 10 Mall Days	July 17* Bass Tournament	July 24	July 31	Aug.7	Aug. 14	Aug. 21	Aug. 28

***July 17 Market** will be held at another location, behind Sorting Gap Marina, and with an extended time of 10 am – 4 pm for the Bass Tournament.

Number of Days Requested: _____ Market Fees to be Charged: $_____

Are you interested in Trial Markets? **Sat., June 7** ____ YES ____ NO & **Night Market** (Date TBD) ____ YES ____ NO

2. **Vendor Table Selection:** There are 25 vendor spots: Spots 1-20 and Spots A-E. Refer to the Map in RLS Market Vendor Handbook for size and placement of each space. **Table spots are assigned on a first-come, first-serve basis.** The order of spot allocation is determined by the sequence in which vendors submit their contracts and complete full payment. **We may not always be able to accommodate your preferences.**

Indicate your **top 3 locations preferences.** Write your preferences from **1 to 3 in the boxes.** – You may request more than one table/spot per market.

Spots # **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **6** ☐ **7** ☐ **8** ☐ **9** ☐ **10** ☐

Spots # **11** ☐ **12** ☐ **13** ☐ **14** ☐ **15** ☐ **16** ☐ **17** ☐ **18** ☐ **19** ☐ **20** ☐

Spots # **A** ☐ **B** ☐ **C** ☐ **D** ☐ **E** ☐ No Preference ☐

3. **Equipment Requests:** Please check the equipment you require.

Will you require **access to electricity?** _____YES ____NO Will you require a **table?** _____YES _____NO

Will you require **access to a water tap?** ____YES ____NO Will you require **a tent?** _____YES _____NO

Please note that access to these items may not be guaranteed*

Signature: _____ **Date:** _____

Market/Museum Staff Witness Name: _____

Signature: _____ **Date:** _____