



Applying for Bench Rental Space

Thank you for your interest in the Saint John City Market. Every market day, thousands of locals and visitors alike come to the Saint John City Market to purchase the best of what this region has to offer; fresh fish, meats and produce, appetizing prepared foods, artisan crafts, souvenirs and local wines.

All applications for bench rental space are welcome, but please understand that specialty businesses that enhance the tenant mix and selection are favoured. Additionally, the process to rent bench space is very competitive and available spaces are open until filled with a qualified applicant. Please see the attached pages for the steps involved in renting space at the Saint John City Market.

Submitting an application is the first step in a multi-step process, and is not a guarantee that you will be offered use of bench rental space. Final approval must come from Market Management and the Saint John City Market Merchants Association Adjudication Committee. Please be aware that the entire process can take four weeks or longer.

After an application is submitted, Market Management will contact applicants that meet the current criteria requirements for the space available. Applications that do not meet the current criteria requirements will be kept on file for one year for consideration for future vacancies.

If you need more information, please contact 506-658-2820 and ask to speak with the Market Manager or check our website for more information at www.sjcitymarket.ca



Bench Rental Space Application Process

1. Complete and submit a bench rental space application. Market Management will contact applicants if their product meets the current criteria requirements for the space available. If not, Market Management will hold their application for one year to consider for future vacancies.

Please submit the application and any attachments via mail to:

Saint John City Market

Attn: Market Manager – Bench Rentals

P.O. Box 1971

Saint John, NB

Canada E2L 4L1

Fax: 506-649-7966

Phone: 506-658-2820

Please submit the application and any attachments via email to:

city.market@saintjohn.ca

2. Selected applicants will be contacted by Market Management and invited to meet with the Saint John City Market Merchants Association Adjudication Committee for an interview to ensure their products meet the parameters of market vending.

At that interview applicants will have the opportunity to discuss their product and business. Only products listed on their application will be reviewed for acceptance. If applicants are unable to attend this interview, please contact the City Market phone at 506-658-2820 to advise and to request a re-schedule. Applicant applications will not be reviewed if applicants are unable to attend this interview. Do to the thoroughness of this process; the Adjudication Committee may request additional documents or modifications for clarification.

Products which will be considered for adjudication include:

- 100 % Local, 100 % Maritime or 100 % Canadian made from raw materials.
- Products which are raised/grown, hand-made, designed or processed by applicant.
- Products which are considered to be unique or that bring added interest to enhance the Market's attractiveness.
- Preference may be given to applicants interested in selling year round.

Products which will not be considered for adjudication include:

- Clothing (originally mass produced and/or mass produced with embellishments added)
- Goods containing non-CSA approved electrical goods
- Mass produced or manufactured goods



- Kits or goods made from kits
 - Second-hand goods (Antiques, collectables and recycled materials may be accepted)
 - Embellished goods (e.g. decorated pre-made plant pots, painted sneakers etc.)
 - Scented goods (Unless the scent is completely enclosed)
3. Market Management will contact applicants to inform them whether or not the Adjudication Committee has given approval for their application for space.
 4. Upon approval by the Adjudication Committee, successful applicants will meet with Market Management to review available space.

Bench Rental Space Rates

Regular Bench Rental Rates:

- Daily - \$29.98
((\$24.59 rental, \$1.48 promotion fee and \$3.91 harmonized sales tax)
- Monday to Friday - \$149.88
((\$122.95 rental, \$7.38 promotion fee and \$19.55 harmonized sales tax)
- Monday to Saturday - \$149.88
((\$122.95 rental, \$7.38 promotion fee and \$19.55 harmonized sales tax)

Cruise Ship Bench Rental Rates (Day in which a cruise ship is in port):

- Daily - \$49.98
((\$41.00 rental, \$2.46 promotion fee and \$6.52 harmonized sales tax) •
- Monday to Friday - \$242.58
((\$199.00 rental, \$11.94 promotion fee and \$31.64 harmonized sales tax) •
- Monday to Saturday - \$242.58
((\$199.00 rental, \$11.94 promotion fee and \$31.64 harmonized sales tax)

Bench Rental Space Cancellations, No Shows and Emergency Situations

Vendor cancellations must be received one week prior to booking date, to incur no charges. Cancellations received less than one week prior to booking date, will be charged 50% for the entire booked date cancelled. Cancellations received less than 24 hours before the booking date will be charged 100% of the entire booked date cancelled.

Vendor “No shows” will be charged 100% of the entire booking date and lose their next set of booked dates.



Emergency situations arising on booking date will be exempted at the discretion of Market Management.

All payments concerning cancellation and no show must be paid prior to next booking date to ensure allocation of bench space. Vendors will not be permitted to set-up with outstanding payments due.

Any vendor who is away from the City Market for three (3) or more consecutive weeks relinquishes their bench space. Any vendor who is deemed to have relinquished bench space and wish to return to the City Market, bench space will be allocated based on availability. There will be no reservation of space and no assurance of returning to relinquished bench space.

Allocation of Bench Rental Space

Market Management has the authority and reserves the right, at any time during the operation of the Market, to assign any vendor to a specific location, if in the opinion of Market Management; such placement enhances the appearance, traffic flow or efficient operation of the Market.

Contravention

Market Management has the authority to withdraw and/or terminate the privileges for any vendor who is in his / her opinion has not fulfilled or has violated any aspect of the rules and regulations which govern the Market.



Bench Rental Space Application

Please complete all sections as detailed as possible.

Date (DD/MM/YYYY): _____

Name (Last, First): _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: (____) ____ - _____

E-mail Address: _____

Proposed Business Name: _____

Proposed Business Specialty: _____

Detailed List of Products and Services (if possible attach lists, menus, photos, catalogue cuts or other supporting documents):

Operational Needs (for example - power, plumbing, and venting requirements)

If you are required to have a health department license or safe food handling certificate, please attach a copy to your application. If your product is of a food nature, Saturday vending is the only day permitted by law.

Is this your first time applying to the Saint John City Market? Yes / No If no, please fill out the following:

Previous Application Business Name: _____

Previous Application Business Specialty: _____

TRANSPARENCY OATH

In an effort to be honest with the customers of the Saint John City Market and fully transparent to Market Management and the Saint John City Market Merchants Association, I have read the information provided above and promise to abide by the information contained and stated above.

Additionally, if I want to introduce a new product after initial approval by Market Management and the Saint John City Market Merchants Association Adjudication Committee, I understand I am required to complete a New Product Application form and submit for approval.

I also agree to be honest about my production practices with the customers of the Saint John City Market and fully transparent to Market Management and Saint John City Market Merchants Association.

I understand that breaking this oath will result in removal from the Saint John City Market.

Business Name: _____

Signature: _____

Date (DD/MM/YYYY): _____

Name of signature (PLEASE PRINT): _____

Applying for bench rental space at the Saint John City Market is a very competitive process. This application and supporting documents will not be returned to the applicant.

