



### **Kimberley Farmers' Market Vendor Application Process 2023**

Thank you for your interest in being a vendor at the Kimberley Farmers' Market!

Please follow these steps to apply, and feel free to contact the Market Coordinator with any questions:

1. Complete the 2023 Vendor Application form ([LINK](#)). ALL documentation and paperwork must be filled in and submitted to Wildsight by any of the following methods.
  - a. Online registration
  - b. Mail or in person to:  
Wildsight Kimberley/Cranbrook, **97 Wallinger Avenue, Kimberley BC V1A 1Y6**  
Mailbox located on outside of building can be used. Be sure to clearly mark envelope with **'Kimberley Farmers' Market'**.
  - c. Application forms must be accompanied by at least the first market fee of the date(s) you would like to attend. Cheques to be payable to Wildsight Kimberley/Cranbrook.  
Please note that the earlier you submit your application, the better your chances of a decision being made prior to market dates. We would ask that all full season vendors, and those intending to vend at our earliest markets in June/July have their application forms submitted by **Monday, May 29, 2023**.
3. The Market Coordinator will evaluate your application based on KFM 'Vendor Selection Guidelines'
4. The Market Coordinator may refer the decision to the Vendor Selection Committee, the majority of who must be in favour of approving an application for a vendor to be approved to attend the market.
5. We will notify you in writing (via email) or contact you by telephone to advise if your application is approved or not in a timely fashion (allow 2 weeks after submission). If your application is not approved you may submit a written appeal to the KFM Advisory Committee. Your appeal will need to explain how you feel your product meets the KFM Vendor Selection Guidelines.
6. Once approved, you will be contacted with instructions on how to pay your annual registration fee and market fees.
7. The Kimberley Farmers' Market Advisory Committee reserves the right to stand by initial decision or amend its decision as it sees fit.
8. Vendor applicants of the KFM may be subject to quality inspection and the KFM Advisory Committee may request to sample/taste/view your product(s) prior to final approval. In an effort to maintain the quality of

the market throughout the season, the Vendor Selection Committee may re-evaluate a vendor and its products, using the Vendor Selection Guidelines.