



FORT SASKATCHEWAN CHAMBER OF COMMERCE MARKET'S APPLICATION 2018

The Fort Saskatchewan Chamber of Commerce **Farmers' Market** is situated by Legacy Park in the C.N. Station parking lot. The market operates every Thursday between the hours of **4:30pm-7:30pm** for 15 weeks.

The Fort Saskatchewan Chamber of Commerce **Downtown Market** is situated on 102 Street. The market operates for 8 weeks consecutively Following the July 1st Market from **10:00am – 3:00pm**.

Farmers Market - Thursdays, June 14 - September 20, 2018 - THURSDAYS **Downtown Market - Saturdays, July 7 – August 25, 2018 - SATURDAYS**

RULES/REGULATIONS & INFORMATION

(*Please read the following rules and regulations carefully).

The Farmers' Market Committee, or the Market Manager, herein referred to as management, shall have final authority on the enforcement of the following rules and regulations throughout the duration of the market, including stall set-up and teardown. Failure to comply with any of the rules and regulations, as set out in the application, may be grounds for dismissal; no refunds will be given.

HOURS OF OPERATIONS – THURSDAY – FARMERS MARKET

The Farmers' Market will be held every Thursday June 15th - September 21th.

1. The market will be open to the public from 4:30pm – 7:30pm.
2. Vendors are required to be set-up and in their allotted stalls by 4:20pm.
3. All vendors must remain for the full 3 hours and are not permitted to start take-down until the official closing at 7:30pm.
4. No sales to the public are permitted until the official opening at 4:30pm. This excludes sales between vendors.
5. This is an outdoor market that runs rain or shine (with the exception of severe storms).

HOURS OF OPERATIONS – SATURDAY - DOWNTOWN MARKET

1. The Downtown Market will be held every Saturday from July 7 - August 25
2. The market will be open to the public from 10:00am – 3:00pm.
3. Vendors are required to be set-up and in their allotted stalls by 9:45am.
4. All vendors must remain for the full 5 hours and are not permitted to start take-down until the official closing at 3:00pm.
5. No sales to the public are permitted until the official opening at 10:00am. This excludes sales between vendors.
6. This is an outdoor market that runs rain or shine (with the exception of severe storms).

STALL USAGE, SETUP/TEARDOWN

1. One 2'x8' table is included in the cost of the stall rental.
2. Extra tables may be rented for a fee of \$10 each.
3. Vendors may pick up their tables from the building on site and return them immediately following the close of the market.
4. A sign bearing the vendor's name and address must be visible at all times.
5. Vendors are encouraged to have a 10'x10' tent. All tents must have proper weights to firmly secure it in place. Any tent not securely weighted, will be deconstructed.
6. Vendors are expected to remove all garbage from their stalls.

7. Vendors must eliminate any noise and vehicle fumes that bother their fellow vendors. If vendors have requirements to run a generator during the market, management must be notified.
8. Vendors are NOT permitted to sublease or give other vendors their assigned stalls unless approved by management.
9. Management requires at least 72 hours notice if a vendor is unable to attend a market. No refunds will be given.
10. In the event of a "no show" the vendor will be given both a verbal and a written warning, if vendor continues to "no show", after the third infraction, the Market Manager can evict the vendor for the remainder of the season without reimbursement.

PRODUCTS

1. All products sold must be personally made, baked, or grown by the vendor, a family member or employer in Alberta. A limited amount of B.C. fruit and commercial products will be accepted depending on current product mix.
2. B.C. fruit vendors may sell only clearly labeled B.C. produce; **U.S. produce is NOT permitted.** Vendors must also have inspection slips or a bill of sale proving the origin of their products at all markets.
3. B.C. fruit vendors are prohibited from selling produce that is available locally.
4. All products sold at the market are subject to the approval of management. Only items cleared with management will be permitted to be sold. **Addition or changes to a vendor's product line must be received in writing before it is permitted to be sold.**
5. All food products must be properly labeled to include a list of ingredients and vendor contact information.
6. **Food products can only be sold in new bags/containers. No used bags are permitted.**

SAMPLES

1. Vendors are permitted to provide customers with food samples; however, samples must be pre-portioned off-site and covered. Vendors sampling low-risk food products are to have tooth-picks, garbage containers and hand sanitizer readily available. Please contact the office for more info.

LEGISLATION

1. **Stallholders must comply with all provincial and municipal health and licensing regulations.**
2. All food vendors must have taken and passed an online food safety course through Alberta Agriculture and Rural Development (ARD). Please see this link and click on *Home Study Course for Farmers' Markets*: (some exceptions apply; please contact our office for further info).
http://www.calgaryhealthregion.ca/publichealth/envhealth/education/edmonton_courses.htm
3. Food vendors must have either a food handling permit or food safety certificate on display at all times and **must provide a copy of their permit/certificate along with their application.**
4. Fort Saskatchewan Farmers' Market is a pet free market and will be advertised as such. The Market Manager will work to ensure that the public is aware of the policy through signage, local advertising and communicating with the public on the night of the market.

VENDOR CODE OF CONDUCT

1. All Vendors are expected to conduct themselves in a professional and ethical manner during market hours. Offensive or disruptive conduct will not be **TOLERATED** and at the Market Managers discretion you may be asked to leave.

LIABILITY & INSURANCE

1. Vendors are not required to carry liability insurance; however, it is always encouraged.

VENDOR PARKING – THURSDAY – FARMERS MARKET

1. Vendors located in the inner circle of the market are permitted to park directly behind their booth.
2. Vendors located on the walk way are permitted to park directly behind their booth (space permitting); however, if it is raining or has rained within the past 24 hours leaving the grounds wet, parking will be prohibited. Management will inform walkway vendors if parking is unavailable.

VENDOR PARKING – SATURDAY – DOWNTOWN MARKET

1. Vendor parking located behind City Hall, Beside the post office on 103 Street
2. Vendors will NOT be permitted to park in or behind their stalls as the booths are back to back.

EXCLUSIVITY

1. Management will not promise exclusivity to any one vendor and/or their products; however, management will monitor and limit similar products being sold so as to encourage a good and fair product mix.

SPECIAL EVENTS – THURSDAY – FARMERS MARKET

1. Several special events during the summer are planned, including:
 - a. a free hot-dog BBQ (sponsored by Agrium) on June 15;
 - b. a corn roast when the corn is ready, and;
 - c. a Canada Day Farmers’ Market from 10 – 5pm (optional Market day).
2. We will again offer the weekly draw of a produce hamper. All vendors of the day **MUST** have a contribution for the draw. This free draw is to promote the participating vendors’ products, so please ensure that your contribution has your contact information attached. Coupons can be accepted in place of a tangible product.

MARKET’S 2018

BUSINESS NAME: _____ CONTACT PERSON(S): _____

ADDRESS: _____ CITY: _____

PROVINCE _____ POSTAL CODE _____ TELEPHONE: _____

OTHER TELEPHONE: _____ FAX: _____

EMAIL: _____ SHARE CONTACT INFO WITH THE PUBLIC? _____

Seasonal	Price (gst incl.)	# of Stalls	Total Owning: 25% off for Chamber Members
Inner Circle	\$320		
Walkway	\$240		
*Extra Market Day: Canada Day July 1, 10:00 – 5:00 p.m.	\$40 Per Inner Circle Stall		
Weekly	Price (gst incl.)	# of Weeks	Total Owning: 25% off for Chamber Members
Inner Circle Stalls	\$25		
Walkway Stalls	\$20		

For weekly bookings: please indicate the dates requested

Please list stall preferences: 1st: _____ 2nd: _____ 3rd: _____

SATURDAY – DOWNTOWN MARKET

Weekly	Price (gst Incl.)	# of Weeks	Total Owing: 25% off for Chamber members
8 Weeks	\$140		
Weekly	\$20		

For weekly bookings: please indicate the dates requested

Payment Options: Cheques made payable to Fort Saskatchewan Chamber of Commerce mailed to the address below
Credit card (circle one): Visa | Master Card

Number: _____ Expiry Date: ____

Name on Card: _____

Amount to be charged: _____

DESCRIPTION OF GOODS TO BE SOLD:

(*please list all items, as only those cleared with the manager will be permitted to be sold)

The above mentioned goods have been made, baked or grown by me, a family member or employer in

Alberta. (Please circle) I have read, understood and agree to comply with all rules and regulations as set

Y / N

forth in the Farmers' Market application. I further agree to pay the required fees, as per the schedule above, once approval is received.

Signature:

Date (mm/dd/yy):