

# Farmers' Market

## 2020 Vendor Policies and Guidelines Agreement – Revised with COVID-19 Response Guidelines

**Notice to Vendors:** *Your application to the 2020 Fort Saskatchewan Farmers' Market will not be fully processed and complete without submittal of the signed final page of this document signifying the acceptance, understanding, and full cooperation with the following rules and regulations of the Fort Saskatchewan & District Chamber of Commerce Farmers' Market. The Chamber shall have final authority on the enforcement of the following rules and regulations throughout the duration of the market. Failure to comply with any of the rules and regulations, as set out in these Policies and Guidelines, may be grounds for dismissal; no refunds will be given.*

### HOURS OF OPERATIONS

The **2020 Fort Saskatchewan Farmers' Market** will run from **June 25<sup>th</sup> until September 17<sup>th</sup>**.

The Farmers' Market Hours of Operation are every **Thursday from 4:00 pm to 7:00 pm**.

*\*Please note that the Market operating hours have been moved one-half hour earlier than in previous years.*

1. The Fort Saskatchewan Farmers' Market is a **rain or shine** market. The market will remain open and operational unless active weather prompts the market to close. Active weather can be defined as severe thunderstorms or wind warnings. Vendors are NOT permitted to leave during inclement weather unless the Market Coordinator has officially closed the Market.
2. Vendors must be set up in their stall and **ready to operate by 3:45 pm**, and the access roads will be closed to vehicular traffic at 3:30. All vehicles used for set-up must also be off the road at this time and parked behind your stall (where permitted) or parked in an approved location.
3. Public selling for the Farmers' Market **begins at 4:00 pm and ends at 7:00 pm**. Vendors are **NOT permitted** to sell to the public prior to/after this time.
4. Vendor-to-Vendor sales are permitted prior to the first horn and after the last.
5. Vendors are **NOT permitted** to pack-up and leave the market early under any circumstance. Failure to comply may be grounds for dismissal from future markets with no refunds given.
6. For all vendors, the horn will be sounded two times over the course of the day:
  - i. 4:00 pm – Signifies that the Farmers' market is open and sales can begin.
  - ii. 7:00 pm – Signifies that the Farmers' market is closed and sales must stop.

### STALL USAGE

1. All stalls are 10'x10'.
2. **Tables are NOT included and NOT available at this time.** The Chamber is unable to allow the usage of our tables due to the increased health and safety guidelines at this time. Vendors are responsible for bringing their own tables.
3. Vendors are required to sanitize their own tables and payment processing machines regularly throughout the market. Vendors are not allowed to have cloth tablecloths as they cannot be sanitized; only hard surfaces or vinyl clothes are permitted.

4. A sign bearing the vendor's name **must be visible** at all times. Vendors selling food or drink products must have their food handling/food safety certificate easily accessible at all times (we suggest laminating a copy for display.)
5. We do not provide tents but we encourage vendors to set up a tent. Vendors are responsible for bringing weights to anchor their tent. **ALL tents MUST be weighted down with a minimum of 25 lb per each tent leg.** Tents that are improperly weighted or without weights will be asked to be deconstructed.
6. Vendors are responsible for any damage that occurs at or around their stall (eg: city or other vendor's property, damaged trees, grass, etc.) This also includes the removal of all garbage from their stall.
7. Vendors are **NOT permitted to sublease** or give other vendors their assigned stalls unless approved by the Market Coordinator.
8. All vendors must provide **48 hours written notice** whenever possible. The cancellation notice allows us to make adjustments so that the market does not appear to have empty stalls. In the event of an emergency and/or last minute cancellation, please phone the Market Coordinator at 780-998-4355.
  - a. **No refunds will be given for cancellations after June 21, 2020.** The ability to exchange dates without penalty will only be given if at least 2-weeks' notice is given in writing. All stall payments are **non-refundable**.
9. In the event of a **"no show"** the vendor will be given both a written and verbal warning. If the vendor "no shows" a second time, the Market Coordinator will **evict the vendor** for the remainder of the season without reimbursement.
10. The Market Manager reserves the right to **change vendor stall location** to an equitable location within the market at any time **with or without notice**.

## PRODUCTS

1. All Goods and Products listed must be homemade, home-baked, handcrafted, or home grown in Alberta by the vendor, family member or employer. A limited amount of commercial products will be accepted depending on the current product mix.
2. **Vendors are only permitted to sell approved items listed on their Description of Goods to be Sold.** Any changes or additions to products must be submitted and approved by the Chamber in advance of the Market.
3. The Fort Saskatchewan & District Chamber of Commerce Farmers' Market keeps records of product types as we accept vendors in order to have a healthy balance of products available. We **do not offer exclusivity** of any product. We endeavor to manage varying product competition through strategic placement.

## FOOD VENDORS

1. Must complete the Farmers' Market Home Study Course or a Food Safety course meeting Section 31 of the Food Regulation. A copy of this certificate **must be submitted** to the Chamber before your application is considered processed and complete.
2. Must obtain Food Handling Permits for concessions (units selling food to be eaten at the market) issued by Alberta Health Services that must be on display at all times. A copy of this permit **MUST be submitted** before your application is considered processed and complete.
3. Due to the increased health and safety guidelines, food sampling is not allowed at this time. If and when samples are again allowed, written permission will be sent to all vendors. **NO SAMPLES** are allowed before that expressed written permission is granted.

4. **Must meet all Food Handling Requirements** including labelling, food samples, hand washing stations, and sanitation.

### **VENDOR PARKING**

1. Vendors located in the Center Circle of the market are permitted to park directly behind their booth.
2. Vendors located on the Walk Way or Legacy Lane are permitted to park on the grass 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 vendors if parking is unavailable.
3. Although most stalls in the Market have parking available directly behind or adjacent to the stall, parking at the stall is not guaranteed.

### **VENDOR CODE OF CONDUCT**

All vendors are expected to conduct themselves in a professional and ethical manner during Market hours. **Offensive, disruptive, or inappropriate conduct will not be tolerated** and at the Market Coordinator's discretion, you may be asked to leave. The Fort Saskatchewan & District Chamber of Commerce reserves the right to remove or ban any person or business from the Farmers' Market for any offensive, disruptive, or inappropriate conduct as they see fit. No refunds or recourse will be given.

### **SPECIAL EVENTS**

1. Special Events have been cancelled due to the health and safety restrictions in place from the Government of Alberta.
2. There will not be a hamper draw this year due to health and safety restrictions.

Applications from returning vendors will receive first consideration if received before the deadline. However, previous participation does not guarantee acceptance. Previous stall location in the market will be taken into consideration; however, there is no guarantee that you will be in the same stall as previous years.

### **Farmers' Market Application Checklist:**

- Submitted online application
- Signed Policies and Guidelines Vendor Agreement
- For Food Vendors, a Farmers' Market Home Study Course, Food Handling Permit, or a Food Safety course certificate meeting section 31 of the Food Regulation

**Vendors will not be allowed to attend the Market if they are not paid in full at least 48 hours before the Market begins. If a payment plan is needed, an agreement must be reached before June 1<sup>st</sup>.**

Please contact Erin Brush Duncan at [events@fortsaskchamber.com](mailto:events@fortsaskchamber.com) or 780-998-4344 for any questions or concerns.

FORT SASKATCHEWAN & DISTRICT CHAMBER OF COMMERCE

# Farmers' Market

## 2020 Revised Vendor Policies and Guidelines Agreement

**Business Name:**

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**Main Contact Name:**

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**Primary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Your application to the 2020 Fort Saskatchewan Farmers' Market will not be fully processed and complete without submittal of this signed page signifying the acceptance, understanding, and full cooperation with the rules and regulations of the Fort Saskatchewan & District Chamber of Commerce Farmers' Market. The Chamber shall have final authority on the enforcement of the following rules and regulations throughout the duration of the market. Failure to comply with any of the rules and regulations, as set out in these Policies and Guidelines, may be grounds for dismissal; no refunds will be given.

I have read, understood, and agree to comply with all rules and regulations as set forth in this application. I further agree to pay the required fees, as per the schedule above, once approval is received.

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_