



2019 Farmers' Market and Downtown Market Application

Notice to Vendors: You *MUST* initial each line for understanding, acceptance and full cooperation with the following rules and regulations of the Fort Saskatchewan Chamber of Commerce Farmers' Market. The Market Manager 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

The **2019 Fort Saskatchewan Farmers' Market** will run from **June 13th until September 19th**.
The Farmers' Market Hours of Operation are every **Thursday from 4:30 pm to 7:30 pm**.

The **2019 Fort Saskatchewan Downtown Market** will run from **July 5th until August 30th**.
The Downtown Market hours of Operation are every **Saturday from 10:00 am – 2:00 pm**.

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. _____
2. Vendors must be set up in their stall and **ready to operate by 4:15 pm**, at which time access roads are closed. All vehicles used for set-up must also be off the road at this time and parked behind your stall (where permitted). _____
3. Public selling for the Farmers' Market **begins at 4:30 pm** and **ends at 7:30 pm**. Vendors are **NOT permitted** to sell to the public prior to/after this time. _____
4. Public selling for the Downtown Market **begins at 10:00 am** and **ends at 2:00pm**. Vendors are **NOT permitted** to sell to the public prior to/after this time. _____
5. Vendor-to-Vendor sales are permitted prior to the first horn and after the last. _____
6. Vendors are **NOT permitted** to pack-up and leave the market early. _____
7. Exit Procedure:
 - a. For all vendors, the horn will be sounded two times over the course of the day:
 - i. 4:30 pm – Signifies that the Farmers' market is open and sales can begin. _____
 - ii. 7:30 pm – Signifies that the Farmers' market is closed and sales must stop. _____
 - iii. 10:00 am – Signifies that the Downtown market is open and sales can begin. _____
 - iv. 2:00 pm – Signifies that the Downtown market is close and sales must stop. _____
 - v. Approximately 7:45 pm – to signify that vendors are now permitted to enter/exit the market with their vehicles. _____
 - b. No vehicles are permitted to enter/exit until the second horn is blown _____

STALL USAGE

1. All stalls are 10'x10'. _____
2. One 2'x8' table is included in the cost of the stall rental. Extra tables may be rented for an additional fee of \$10/table. _____
3. Vendors may pick up their tables from the staging area on site and return them immediately following the close of the market. _____
4. A sign bearing the vendor's name **must be visible** at all times. _____

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 Manager. _____
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 Manager at 780-288-9106. _____
 - a. **No refunds or exchange of dates will be given for cancellations.** 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 continues to "no show", after the third infraction the Market Manager 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.** _____

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.

PRODUCTS

1. All products must be homemade, handcrafted, or home grown in Alberta by the vendor, family member or employer. No wholesale or resale items are permitted. 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 Good to be Sold. Any changes or additions to products must be submitted and approved by the Market Manager in advance. Photos of your products **MUST be submitted** with your application. _____
3. All food products must be properly labeled to include a list of ingredients and vendor contact information. _____
4. The Fort Saskatchewan 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. _____

SAMPLES

1. Vendors are permitted to provide customers with food samples. These 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. _____

FOOD VENDORS

Only fill this section out if you are applying to sell food at the Farmers' Market.

1. Have completed 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** with your application. _____
2. 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** with your application. _____
3. **Meet all Food Handling Requirements** including labelling, food samples, hand washing stations and sanitation. _____

VENDOR CODE OF CONDUCT

All vendors are expected to conduct themselves in a professional and ethical manner during market hours. **Offensive and disruptive conduct will not be tolerated** and at the Market Managers discretion, you may be asked to leave. _____

VENDOR PARKING

1. Vendors located in the inner circle are permitted to park directly behind their booth. _____
2. Vendors located on the walkway are permitted to park directly behind their booth IF space is permitting. However, if it is raining or has rained in the last 24 hours leaving the grounds wet, parking will be prohibited. _____

SPECIAL EVENTS

1. Several special events that are planned include:
 - a. Free hot dog BBQ on opening day
 - b. Free corn roast once corn is ready
 - c. Canada Day Market running from 10AM-5PM (optional day)
2. We will be offering a weekly draw of an assorted 10 items from 10 vendors each week. This free draw is to promote the participating vendors' products so we encourage you to include contact information along with you donated item. Coupons can be accepted in place of a tangible product.

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:

- Signed application form
- Complete Description of Product to be Sold with pictures of sale items
Food Vendors
- Farmers' Market Home Study Course or a Food Safety course meeting section 31 of the Food Regulation
- In compliance with all Food Handling Requirements including a Food Handling Permit



PROSPECTIVE VENDOR APPLICATION FORM

Vendor Business Name: _____

Personal Name: _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ Facebook: _____

Website: _____

THURSDAY – FARMERS MARKET

June 13th, 2019– September 19th, 2019

| Seasonal | Price (gst incl.) | # of Stalls | Total Owing: 25% off for Chamber Members |
|---------------------|-------------------|-------------|--|
| Inner Circle | \$300 | | |
| Walkway | \$240 | | |
| Weekly | Price (gst incl.) | # of Weeks | Total Owing: 25% off for Chamber Members |
| Inner Circle Stalls | \$25 | | |
| Walkway Stalls | \$20 | | |

For weekly bookings: please indicate the dates requested

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|--|--|--|--|--|
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Please list stall preferences (Inner Circle or Walkway): _____

Are you a returning vendor? Would you like to return to your same stall number? _____

If so, please list your stall number preferences: _____

**CANADA DAY
July 1st, 2019**

| Canada Day | Price (gst Incl.) | Total Owing: 25% off for Chamber members |
|-----------------------------|-------------------|--|
| July 1 st , 2019 | \$40 | |

*Canada Day Market is a special event, and runs from 10am to 5pm. Booth Sales are on a first come, first served basis.

Please list stall preferences: _____

SATURDAY – DOWNTOWN MARKET

July 6th, 2019 – August 31st, 2019

| Weekly | Price (gst Incl.) | # of Weeks | Total Owing: 25% off for Chamber members |
|---------|-------------------|------------|--|
| 9 Weeks | \$140 | | |
| Weekly | \$20 | | |

For weekly bookings: please indicate the dates requested

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Are you a returning vendor? Would you like to return to your same stall number? _____

If so, please list your stall number preferences: _____

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)

| |
|-------|
| Y / N |
|-------|

Market Payment: All payments must be made in full by May 1, 2019, unless a written agreement is made.

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| <p>Market Payment Options: Cheques made payable to Fort Saskatchewan Chamber of Commerce mailed to the address below.</p> <p><i>Credit card (circle one):</i> Visa Master Card</p> <p>Number: _____ Expiry Date: _____</p> <p>Name on Card: _____ Amount to be charged: _____</p> |
|--|

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: _____