

Spruce Grove Public Market 2020 Vendor Application

Please read carefully.

Notice to Vendors: You must **initial** each line for understanding, acceptance and full cooperation with the following rules and regulations of the **Spruce Grove Public Market**. **Failure to comply with these rules may result in the forfeiture of your participation in the Public Market.**

1. The Spruce Grove Public Market is an **all-weather market**. Vendors are required to operate in a variety of weather conditions including rain, snow or shine. Vendors are **not** permitted to take down their booth early. In the event of extreme weather (ex: **severe** lightning, tornado, etc.) vendors will be notified and emergency procedures will be activated. ____
2. **For vendors selling any type of food products.** (If you do not sell food, go to #3.) Vendors selling food must meet all Food Safety guidelines as outlined by **Alberta Health Services**. Please contact AHS at 780-342-1380 or www.albertahealthservices.ca for more information.

Food Vendors are required to have:

- a. Approved food vendors must submit a **valid Food Handling Permit** and complete and submit an **Alberta Health Services Special Event Vendor Notification Form**. Applications will be reviewed and approved by an Alberta Health Services Environmental Health Officer. ____
 - b. All **food vendor** tents must be constructed of flame resistant material, either in compliance with CAN/ULC-S109, or be flame treated as per the *Spruce Grove Fire Services Special Event Requirement Guidelines*. Proper documentation or a photo of the tent tag to verify this is required. No recreational utility tarps are allowed. Every vendor's set up is subject to official inspection by the Spruce Grove Fire Department. **Vendors who do not immediately fix any issues or concerns noted during the fire inspection will be shut down.** ____
 - c. Food Vendor booths/mobile units **must be equipped with proper safety equipment** including: a first-aid kit, fire extinguisher, and other items listed in the *Alberta Health Services Temporary Food Establishments Vendor Package* and the *Spruce Grove Fire Services Special Event Requirement Guidelines*. ____
 - d. The Spruce Grove Public Market **requires all food vendors** to carry **Commercial Liability Insurance (\$2,000,000 minimum)**. The Spruce Grove City Centre Business Association **MUST** be listed as **"additional insured"** on the policy. Proof of insurance is required before the opening market day. ____
3. **Vendors are responsible for the stall they have been assigned.** If the space will not be utilized for a specific date, **notice** must be given in writing (email will be accepted). ____
 4. **All vendors must provide 7 days written notice whenever possible if their stall will not be utilized.** The cancellation notice allows the coordinator to make adjustments so that the market does not appear to have empty stalls. ____
 5. **In the event of an emergency and/or last-minute cancellation, please phone the Public Market coordinator. Please keep in mind that if 72 hours notice of cancellation is not given, a \$25 cancellation/missed fee will be charged, and future participation in the Spruce Grove Public Markets will be suspended until that fee is paid in full. When a suspension is issued, no refunds will be given for the future markets that have already been paid for.** ____
 6. **This cancellation fee of \$25.00 also applies to BIA members.** BIA Members will be held to the same standard as regular vendors. If the \$25.00 cancellation fee is not paid, all future markets dates will be suspended for them until that payment is made in full. ____

For more information please contact your Spruce Grove Public Market Coordinator:

Amanda Manasterski Cell- 780-868-4641

email: info@sprucegrovecitycentre.org

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7. Applications :
 - a. **All stall payments must be** paid within 48 hours once vendor application is approved (failure to do will result in loss of booking). _____
 - b. **NSF cheques** are subject to a processing fee of \$50. _____
 - c. No refunds or exchange of dates will be given for cancellations. . _____
 - d. All stall payments are non- refundable. _____
 - e. **Vendors are NOT permitted to loan, sublease or give away the stall(s) they are assigned.** Stalls cannot be shared (only one business may operate per stall). _____

8. The **Public Market Coordinators** and **Public Market Committee**, at their discretion, reserve the right to change vendor locations within the market at any time, even after site plan has been emailed out. _____

9. **As smoking and animals are strictly prohibited** in establishments where food is prepared, stored or offered for sale, **neither are permitted in the Public Market.** (This does not apply to service and/or guide dogs). _____

10. All stalls are defined as **10 ft. x 10 ft. Tents and shall NOT be attached to another tent.**
 - a. **Vendors are required to provide their own tent and table.** The CCBA **will not** be lending out tents/tables during the 2020 Public Market Season. _____
 - b. No product, signs or stands shall be displayed outside of this area. _____
 - c. Tents must be flush against the curb and/or in their specified area. _____
 - d. Vendors are responsible for bringing **weights** to anchor their tent for each Public Market. A minimum of 25 lbs. per tent leg is required. **ALL tents MUST be weighed down during the market.** The CCBA **will not** be lending out tent weights during the 2020 Public Market Season. _____
 - e. **Vendors are responsible for any damage they cause at or around their stall** (ex: city or other Vendor's property, damaged trees, grass, etc.). **The Spruce Grove City Centre Business Association will fine all vendors responsible for any damages and/or replacement costs incurred.** _____

11. Barricades are erected at 8:00 a.m. and removed at 5:00 p.m. Vendors are not permitted to set up before the barricades are erected in the morning. Vendors **must be** completely disassembled and off the road before the barricades are removed at the end of the day. _____

12. **MAXIMUM SPEED LIMIT ON THE SITE PLAN DURING SET UP AND TEAR DOWN IS 15KMS. DRIVE CAUTIOUSLY AND ADHERE TO THE DIRECTIONS/INSTRUCTIONS GIVEN TO YOU BY PUBLIC MARKET STAFF/VOLUNTEERS. FAILURE TO COMPLY WILL RESULT IS OUR PUBLIC MARKET COORDINATOR ASKING YOU TO LEAVE AND NO REFUND WILL BE ISSUED.** _____

13. **Vendors are to arrive between 8:00 a.m. and 10:00 a.m.** and must be set up in their stall and **ready to operate by 10:30 a.m.**, at which time access roads are closed. **ABSOLUTELY NO VEHICLES ARE PERMITTED ON THE SITE PLAN AFTER 10:30AM.** _____

14. Stalls that are vacant after 10:30 a.m., **will be** reassigned to another vendor. No refunds or date exchanges will be given to vendors arriving late where stalls have been reassigned or are no longer accessible. _____

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15. Public selling begins at 11:00 a.m. and ends at 4:00 p.m. _____
 16. Sold out vendors must display a “sold out” sign on their table and remain completely set up and present at their booth in the market until 4:00 p.m. You are not permitted to leave early. _____
 17. Public safety is the responsibility of **everyone** in the market. We have a zero tolerance policy for anyone who does not follow these regulations. _____
 18. **Parking is limited. Vendors must park off-site, unless you are assigned a stall with parking (for 1 standard size pickup truck) behind your 10x10 tent. Vendor parking is available at City Hall: 315 Jespersen Avenue (approx. 2 min walk from Columbus Park).** _____
 19. **Exit Procedure: No vehicles are permitted to enter/exit the site plan until 4:15pm. Between 4:00pm-4:15pm, the Public Market coordinators are verifying that the public attendees are not on the streets, and that it is safe for vehicles to enter/exit.** _____
 20. **Vendors are responsible for the clean up of their stall and for removing AND TAKING AWAY their own garbage.** Garbage cans provided in the Public Market are **for customer use only**. The use of city or other businesses garbage bins is strictly prohibited. Vendors offering samples must supply garbage containers for their customers in an easily accessible/visible location. All greywater must be safely stored and removed from the event site. _____
 21. **Power is NOT available at the 2020 Spruce Grove Public Markets. If a vendor decides to bring a generator, they MUST have an inverter to minimize generator noise (as it is disruptive to other vendors and market patrons), and all cables must be taped down.** _____
 22. All ownership changes of a business require a new application for vendorship. _____
 23. All vendors must comply with the **Vendor Code of Conduct** (see next page). _____
 24. **Failure** to comply with Market Rules and Regulations may result in the following (not necessarily in this order):
 - 1) A written warning _____
 - 2) A \$50.00 charge _____
 - 3) Cancellation of stall and removal from the Spruce Grove Public Market _____
- No refund will be provided for loss of stall(s).** _____
25. The Public Market Committee reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary. _____

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Vendor Code of Conduct:

As an accepted vendor at the Spruce Grove Public Market, you become a representative of the market to the public and we place our trust in you. Please ensure you are familiar with all guidelines detailed below.

As an accepted vendor at the Spruce Grove Public Market, I will:

- Conduct myself and all my affairs in a courteous and respectful manner toward the public, all other vendors, market staff and volunteers. ____
- Consistently behave in a way that respects and recognizes the rights and selling opportunities of other vendors. ____
- Only use language and communication that is polite, respectful, and conscientious when interacting with anyone at the market. ____
- Operate vehicles, equipment, set-up, and take-down in a manner that is safe and responsible for all market participants. ____
- Respect and adhere to the Spruce Grove Public Market Rules & Regulations outlined in my application. ____
- Ensure that no alcohol or other mind-altering drugs that may affect my judgment or my conduct are present in my system while at the market. ____
- Sell at the market while making sure all my products and business practices abide by the laws and regulations set down by Alberta Health Services and/or any other relevant agency. ____
- Work together with Public Market Coordinators at each Market to resolve any conflicts or concerns in a calm and cooperative manner to ensure the market day is a good experience for all parties involved. ____

By way of my signature on my Application Form, I indicate my understanding and acceptance with this Code of Conduct and the Rules and Regulations of the Spruce Grove Public Market and agree to comply with the intention of these documents. ____

Should a vendor fail to comply with this code of conduct, their indiscretion will be reviewed and investigated by the Public Market Coordinators and the Spruce Grove Public Market Committee.

Depending on the severity and/or repetition of the offence, the violation may result in a warning letter or expulsion from the market. ____

The Code of Conduct is directed to the vendor, their family, staff, or any friends who may assist the vendor in participating in the Spruce Grove Public Market. ____



Spruce Grove Public Market 2020 Vendor Application

The Public Market Hours of Operation are from 11:00 a.m. to 4:00 p.m. Rain or shine!

Applications from vendors booking the entire season (all 4 markets) will receive first consideration. Previous participation **does not** guarantee acceptance. All applicants are subject to review and approval by the Public Market Committee. 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 as our **site plan for 2020 has changed**. All vendors are required to supply their own tables, 10x10 tent, and tent weights.

Please note: Power is NOT available. If a vendor decides to bring a generator, they must have an inverter to minimize generator noise (as it is disruptive to other vendors and market patrons), and all cables must be taped down.

Rates for the 2020 Spruce Grove Public Market season are:

VENDOR TYPE	COST	✓
Regular Vendor Fee per Public Market: Regular Stall Fee: (includes 2.50 GST)	\$52.50	
Food Truck Vendor Fee per Public Market: Food Truck Fee:(includes 5.00 GST)	\$105.00	
Rock the Art Walk Fee (Aug 9 Only): Artists Only Art Walk Fee:(includes 1.25 GST)	\$26.25	
Youth Entrepreneur Showcase Fee (Aged 17 & Under) per Public Market: Regular Stall Fee 10x10 - tent/weights not supplied (includes 1.25 GST)	\$26.25	
6ft table space under supplied shared tent (table not included) (includes \$.75 GST)	\$15.75	
SPRUCE GROVE CITY CENTRE BUSINESS ASSOCIATION MEMBER	COMP	

Application Approval: You will receive an email confirming your application is approved. At that point, you will have 48 hours to remit your non-refundable payment in order to secure your spot. If payment is not made within that time period, you will receive an email informing you that payment has not been received and that your application is now void. At that point we will move on to the next application. _____

Deadlines for applications are:

PUBLIC MARKET DATE	DEADLINE DATE
July 12 th	June 15 th
July 26 th	June 15 th
August 9 th Art Walk	July 15 th
August 23 rd	July 15 th

We reserve the right to limit market size and reject applications with or without reason. Decisions of the Public Market Committee are final. You will be notified in writing of your acceptance into the market (by email and if you do not have an email address, by post).

For more information please contact your Spruce Grove Public Market Coordinator:
Amanda Manasterski Cell- 780-868-4641
email: info@sprucegrovecitycentre.org



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PROSPECTIVE VENDOR APPLICATION FORM

Please fill out the following information:

Vendor Business Name: _____

Personal Name: _____

Address: _____

City: _____ Postal Code: _____

Main Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Facebook: _____ Twitter: _____

Other Social Media: _____

Have you participated in other Public markets? _____

Payment Method:

- E-transfer:
payments@sprucegrovecitycentre.org – please add your Business Name to the message box on your E-Transfer.



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If you are a **Food Vendor**:

- **Food must be prepared in a commercial kitchen.**
- **Please submit a copy of your AHS Certificate and Special Event Notification Form with this application.**
- **Do you have Public Market Liability Insurance? Please provide a copy showing "Spruce Grove City Centre Business Association as "Additional Insured". This is mandatory for all food vendors.**
- **Does your generator have an inverter?**

All Vendors:

Description of All Equipment Used in Stall (ex: coolers, tables, chairs, generators etc):

Detailed Product Description:

**Please include a drawing or photo of your booth layout.

Please choose the market dates that you would like to attend for the 2020 season:

- July 12
- July 26
- August 9
- August 23

Please return the completed application to the Public Market Committee at the Spruce Grove City Centre Business Association by email to:

info@sprucegrovecitycentre.org

Payments can be made through E-Transfer to:

payments@sprucegrovecitycentre.org

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Spruce Grove Public Market Application Quick Checklist:

- ❑ **Application Form**
- ❑ **Complete Description of the items being sold & include booth drawing or photo of set up.**
- ❑ **Public Market Liability Insurance (See Rule #2) Food Vendors Only**
- ❑ **Food Handling Permits** issued by Alberta Health Services & in compliance with all Food Handling Requirements (See Rule #2)
Food Vendors Only



Spruce Grove Public Market 2020 Vendor Application

Congratulations! You have completed the application process to participate in the 2020 Spruce Grove Public Market! All applications will be reviewed by our Public Market Committee. If you are selected, you will receive a confirmation package by mail and/or email. Depending on the number of applications we receive, process approval times will vary.

For more information please visit our website at www.sprucegrovecitycentre.com, email us at info@sprucegrovecitycentre.org or give us a call at the Spruce Grove CCBA at 780-571-4770. You can also follow our updates on social media through **Facebook, Twitter, & Instagram**.

I am eligible, have read, understand and agree to comply with all Market Rules and Regulations as specified by the Spruce Grove City Centre Business Association Public Market Committee.

In order to comply with the Personal Information Protection Act: I give consent for the Spruce Grove City Centre Business Association to disclose my name, company name, email address and/or telephone number to those persons inquiring about my product(s), and for promotion of the Spruce Grove Public Market. I also give permission for photos of my booth/products to be used in promoting the Public Market.

Please sign and date the authorization form. Unsigned agreements will not be considered as complete and will not be accepted for review.

Signature: _____ Date: _____

Office use only:	
Application Received:	Accepted:
Wait-list: Declined:	Invoice Number:
Payment Method:	_____