

**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 visit AHS at [www.albertahealthservices.ca](http://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 without refund.** \_\_\_\_\_
  - 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 you can be approved to participate in the Spruce Grove Public Markets. \_\_\_\_\_
3. Sales of **beverages** and **single serving food items** are not permitted, except by **Concession vendors**. \_\_\_\_\_

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

*Amanda Manasterski Cell- 780-868-4641*

*email: [info@sprucegrovecitycentre.org](mailto:info@sprucegrovecitycentre.org)*

4. **Vendors are responsible for the stall they have been assigned.** If the space will not be utilized for a specific date, **7 days advance notice** must be given in writing (email will be accepted). The cancellation notice allows us to adjust so that the market does not have empty stalls. In the event of an emergency and/or last minute cancellation, please phone/text the Spruce Grove Public Market Coordinator(s).  
\_\_\_\_\_
- a. **All stall payments must be paid in advance** (failure to do so 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. All stall payments are non-refundable.** \_\_\_\_\_
- d. **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). \_\_\_\_\_
5. The **Public Market Coordinator(s)** and **Public Market Committee**, at their discretion, reserve the right to change vendor locations within the market at any time. \_\_\_\_\_
6. As **smoking and animals are strictly prohibited** in establishments where food is prepared, stored or offered for sale, **vendors are not permitted to have either at their booth during in the Public Market.** (This does not apply to service and/or guide dogs). \_\_\_\_\_
7. 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 10x10 tent and table(s).** \_\_\_\_\_
- 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. **ALL tents MUST be weighted down during the market.** Vendors are responsible for bringing **weights** to anchor their tent for each Public Market. A minimum of 10 lbs. per tent leg is required. \_\_\_\_\_
- 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.** \_\_\_\_\_
8. Barricades are erected at 7:30 a.m. and removed at 5:30 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. \_\_\_\_\_
9. **Vendors are to arrive between 7:30 a.m. and 9:00 a.m.** and must be set up in their stall and **ready to operate by 10:00 a.m.**, at which time access roads are closed. Stalls that are vacant after 9:00 a.m., **may 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. \_\_\_\_\_
10. **Public selling begins at 10:00 a.m. and ends at 4:00 p.m.** \_\_\_\_\_

11. **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. \_\_\_\_\_
  12. Public safety is the responsibility of **everyone** in the market. We have a zero tolerance policy for anyone who does not follow these regulations. \_\_\_\_\_
  13. **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). \_\_\_\_\_
  14. **Vendors are responsible for the clean up of their stall and for removing AND TAKING AWAY their own garbage.** Garbage cans provided at 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. \_\_\_\_\_
  15. All ownership changes of a business require a new application for vendorship. \_\_\_\_\_
  16. All vendors must comply with the **Vendor Code of Conduct** (see next page). \_\_\_\_\_
  17. **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).** \_\_\_\_\_
18. The Public Market Committee reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary. \_\_\_\_\_

**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 Committee at each Public Market to resolve any conflicts or concerns in a calm and cooperative manner to ensure the 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 Chairperson 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.

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

*Amanda Manasterski Cell- 780-868-4641*

*email: [info@sprucegrovecitycentre.org](mailto:info@sprucegrovecitycentre.org)*



**SPRUCE GROVE PUBLIC MARKET**  
2019 Vendor Application

The Public Market Hours of Operation are from **10:00 a.m. to 4:00 p.m.**

**Rain or shine!**

Applications from vendors booking the entire season (all 5 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 or in future markets. **All vendors are required to supply their own tables, 10x10 tent, and tent weights.**

**Rates for the 2019 Spruce Grove Public Market season are:**

**Regular Vendor Fee per Public Market**

Regular Stall Fee: ( includes 2.50 GST)	\$ 52.50
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**Food Truck Vendor Fee per Public Market**

Food Truck Fee: (includes 3.75 GST)	<b>\$ 78.75</b>
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**Rock the Art Walk Fee Aug 11 only:**

Art Walk Fee: (includes 1.25 GST)	\$ 26.25
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**Power Fee per market:**

<b>Power Fee (additional)</b> <b>(includes .75 GST)</b>	<b>\$ 15.75</b>
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**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:**

<b>PUBLIC MARKET DATE</b>	<b>DEADLINE DATE</b>
July 14 <sup>th</sup>	June 14 <sup>th</sup>
August 11 <sup>th</sup>	July 11 <sup>th</sup>
August 11 <sup>th</sup> Art Walk	July 11 <sup>th</sup>
August 25 <sup>th</sup>	August 18 <sup>th</sup>
September 8 <sup>th</sup>	September 1 <sup>st</sup>

**We reserve the right to limit market size and reject applications with or without reason. All decisions**

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2019 Vendor Application

made by the Public Market Committee are final.

**PROSPECTIVE VENDOR APPLICATION FORM**

**Please fill out the following information:**

Vendor Business Name: \_\_\_\_\_

Personal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

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

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Other Social Media: \_\_\_\_\_

Have you participated in other Public markets? \_\_\_\_\_

**Payment Method:**

- E-transfer:

[payments@sprucegrovecitycentre.org](mailto:payments@sprucegrovecitycentre.org)

**Please add your Business Name to the message box on your E-Transfer.**

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2019 Vendor Application

**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 require POWER? (pls. note additional fee will apply)**
- **Do you have Public Market Liability Insurance? If not, refer to Rule #2.**

**Please include a copy with your application.**

All Vendors:

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

**Detailed Product Description:**

**\*List ALL items you will be selling at the Spruce Grove Public Market(s). Please note that you will only be permitted (once approved) to sell the items listed on this application.**

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Please choose the market dates that you would like to attend for the 2019 season:

- July 14
- August 11
- August 11 ART WALK
- August 25
- September 8

Please return the completed application to the Public Market Committee at the Spruce Grove City Centre Business Association. You can mail, drop off or email your application to:

Spruce Grove City Centre Business Association

204 - 215 McLeod Ave.

Spruce Grove, AB T7X 0G2

Office: 780-571-4770

Email registration forms to: [info@sprucegrovecitycentre.org](mailto:info@sprucegrovecitycentre.org)

Payments can be made through E-Transfer to [info@sprucegrovecitycentre.org](mailto:info@sprucegrovecitycentre.org)

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**SPRUCE GROVE PUBLIC MARKET**  
2019 Vendor Application

**Spruce Grove Public Market Application Quick Checklist:**

- Application Form**
- Complete Description of 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**

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**SPRUCE GROVE PUBLIC MARKET**  
2019 Vendor Application

Congratulations! You have completed the application process to participate in the 2019 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](http://www.sprucegrovecitycentre.com), email us at [info@sprucegrovecitycentre.org](mailto: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 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:	_____

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