

# NON-PROFIT APPLICATION

## ST. ALBERT CHAMBER OF COMMERCE 2009 INDOOR FALL FARMERS' MARKET Rules and Regulations

(Please retain Rules and Regulations for your information and records)

### NOTE: VENDOR READS AS NON-PROFIT ORGANIZATION

1. Vendors obtain the right to use the assigned stall(s) and are responsible to either use the space, or to provide a minimum of 48 hours notice that the space will not be utilized for a specific date or dates. If you are unable to attend the Market you must give the Market administration a minimum of 48 hours notice by calling the office at 780-458-2833. In the event of an emergency call the Market Manager at 780-977-1272. For any unforeseen circumstances that happen during Market hours please see the Market Manager.
2. Vendors **MAY NOT** loan, give or sublease the stall(s) assigned to them.
3. Vendors are accepted based on the items approved as listed on the application form, and as such may only sell approved items. Any changes or additions to product lines must be approved by the Market administration **IN ADVANCE**.
4. Vendors are required to be in place by **9:30 a.m.** each market day. Stalls that are vacant after **9:30 a.m.** may be reassigned by the market administration.
5. Public selling begins at **10:00 a.m.** sharp and **NO EARLIER**. This excludes vendor to vendor sales. Sales to vendors with a visible vendor button beforehand are allowed. Only concession vendors are permitted to sell to the public prior to 10:00 a.m. and after 3:00 p.m.
6. **All vendor vehicles are to be parked at the South-west side of St. Albert Place (end of parking lot between City Hall and Courthouse). Vendors must NOT block emergency access routes and doorways unless for loading or unloading not to exceed 15 minutes. Loading and unloading takes place only through the South-west entrance or through the South loading docks.**
7. Vendors may not leave or disassemble stall(s) until **3:00 p.m.**
8. All food vendors are responsible to know and comply with all applicable health regulations.
9. Beverages & single servings will only be sold at concessions.
10. A) Baking and all other foods must be properly covered, kept at proper temperatures, and displayed on tables that are covered with a tablecloth. All foods not sold at concessions (including individual servings) must be wrapped in new plastic as set out in all applicable health regulations.

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- B) All prepared food items must clearly state the vendor's name and address (may be market address i.e. stall #83), ingredients and size (weight, count, volume as necessary) as set out in all applicable health regulations.
11. Vendors will display, in a prominent place, the Farmers' Market stall number for reference by management and customers.
12. **Cleanliness and Appearance of the Market:**
- A) **Vendors must supply their own table**, no larger than 8 ft. in length and 3 ft. in width. Each Vendor using a table is required to have a **Table Skirt** from the Market Manager. This Table Skirt will be fastened to the tables using velcro, and is to be kept clean and in good repair for use on each market day. No Table will be allowed in the Market without a Table Skirt from the Market Manager. Each Vendor will be responsible for providing a table cloth.
- B) Vendors not using tables in their booth are to take extra care to display their goods, in consultation with the Market Manager, in a manner that meets the vision of the Market.
- C) Vendors providing samples must supply garbage containers in a location easily visible and accessible to customers.
- D) Vendors must remove all garbage including bags, boxes and refuse from produce. Garbage cans provided in the Market are for the use of **CUSTOMERS ONLY**.
13. All vendors must meet all health and fire regulations.
14. **FAILURE TO COMPLY WITH MARKET RULES & REGULATIONS:**
- Infraction may result in a written warning and/or loss of future participation. All decisions made by the Committee appointed Farmers' Market Manager are final.

**NOTE: THE FARMERS' MARKET COMMITTEE RESERVES THE RIGHT TO CHANGE, INTERPRET, AND ENFORCE THESE POLICIES AND GUIDELINES AS DEEMED NECESSARY TO MAINTAIN CONSISTENCY AND INDIVIDUALITY OF THE MARKET FOR THE BENEFIT OF ALL SERVED BY THE MARKET.**

**\*\* RULES AND REGULATIONS / CRITERIA ARE SUBJECT TO CHANGE WITHOUT NOTICE**

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## 2009 Indoor Fall Farmers' Market

The Indoor Fall Farmers' Market is scheduled to run from October 3<sup>rd</sup>, 2009 until December 19<sup>th</sup>, 2009 with the exceptions of October 24<sup>th</sup>, 2009 and November 21<sup>st</sup>, 2009, when the market will not be taking place. **Market hours are 10:00 A.M. to 3:00 P.M.** Your non-profit or charitable group may be eligible to participate in the Fall Indoor Farmers' Market during the 2009 season. Each group must be a registered non-profit group through the Societies Act and may apply for one **(1) date** during the season. There will be no charge for participating in the Market and Market Regulations will be waived to allow sale of raffle tickets as well as baking and/or handicrafts.

Groups are not permitted: to operate a concession; to sell second hand goods; to solicit petition signatures; to solicit for a political party or support a person seeking a political office.

Please note that acceptance of this application is conditional upon approval by the Farmers' Market Committee. You will be notified by letter of your acceptance into the Market.

Market space allocation will be based on availability. Please be advised that all groups are required to supply their own tables and no power is available. All vendors are responsible for cleaning their stall area and removing their own garbage. Information on garbage bin location is available at the Chamber booth.

### **Please fill out the following:**

GROUP NAME: \_\_\_\_\_

SOCIETY REGISTRATION NUMBER: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE REQUESTED: (PLEASE INDICATE ALTERNATE CHOICES)

- |                                 |                                 |                                 |                                 |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Oct 3  | <input type="checkbox"/> Oct 31 | <input type="checkbox"/> Nov 28 | <input type="checkbox"/> Dec 19 |
| <input type="checkbox"/> Oct 10 | <input type="checkbox"/> Nov 7  | <input type="checkbox"/> Dec 5  |                                 |
| <input type="checkbox"/> Oct 17 | <input type="checkbox"/> Nov 14 | <input type="checkbox"/> Dec 12 |                                 |

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PLANNED ACTIVITIES: (please specify and be sure to include all items you intend to sell):

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Please sign and return **only page 3 and 4** of this application to the St. Albert Chamber of Commerce, Farmers' Market Committee: 71 St. Albert Trail, St. Albert, AB T8N 6L5. If you have any questions or concerns you may contact the office at (780) 458-2833 Fax (780) 458-6515 or email [debbie@stalbertchamber.com](mailto:debbie@stalbertchamber.com)

*I give consent to the St. Albert Chamber of Commerce to disclose my name, company name and/or telephone number to those persons inquiring about my products(s).*

**I am eligible, have read, understand and agree to comply with all Market Rules and Regulations as specified by the St. Albert Chamber of Commerce Farmers' Market Committee as per attached list (pages 1 and 2).**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION WITH ORGANIZATION: \_\_\_\_\_