

# 2009 ST ALBERT OUTDOOR FARMERS' MARKET

## June 13 to September 26, 2009

### Rules and Regulations

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

1. Products must be homemade, (i.e. personally hand-crafted) (**No wholesale or resale or commercial retail permitted**).
2. **A)** Products must be homegrown, (i.e. grown on own acreage) (**No wholesale or resale or commercial retail permitted**).  
**B)** B.C. Fruit vendors may only sell B.C. fruit, not fruit from California or other areas. B.C. Fruit vendors must have inspection slips available at each market. Agriculture Alberta protects the Alberta grower, therefore, if there is locally grown fruit or produce available, B.C. Fruit vendors are prohibited from selling the same product. Non-Alberta tomatoes are prohibited. B.C. grown vegetables, including peppers and greenhouse produce, are not permitted.
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 obtain the right to use the assigned stall(s) and are responsible to either use the space, or to provide advance notice that the space will not be utilized for a specific date or dates. If you are unable to attend the market you must plan for someone else to work your booth. Please advise the market administration of this change a minimum of 48 hours prior by calling the office at **(780) 458-2833**. In the event of an emergency call the Market Manager's cell phone at **780 – 977-1272**. For any unforeseen circumstances that happen during market hours please see the Market Manager. **No refunds** will be issued for non-usage of stall(s) or cancellation of contract.
5. Vendors **MAY NOT** loan, give or sublease the stall(s) assigned to them. Vendors may not disassemble stall(s) **until 3:00 p.m.**
6. Vendors are required to be in place and ready to operate by **9:30 a.m.** each market day. Stalls that are vacant after **9:30 a.m.** may be reassigned to another vendor by the market administration.
7. Public selling begins at **10:00 a.m.** sharp and **NO EARLIER**. This excludes vendor to vendor sales. Before the 10:00 am opening of the market vendors may sell to other vendors displaying a visible vendor button. Only concessions are permitted to sell to the public prior to 10:00 a.m. and after 3:00 p.m.
8. Barricades will be erected between **7:00 a.m.** and **7:30 a.m.** and taken down between **4:00 p.m.** and **4:30 p.m.** Vendors **MAY NOT** set up before barricades are in place at each end of the market and stalls must be taken down and off the road before barricades are removed. No stall, table, vehicle, etc. may be on the road before or after barricades are set up or removed.
9. Vendors are responsible for their own tents and tables. The Chamber of Commerce does not supply tents or tables.
10. Some booth locations include a space for vehicle parking, others do not. If your booth includes a parking space but you must drive over or park on the lawn, **you are required** to provide either lattice or plywood under your wheels to protect the grass. If your booth does not have parking space included, **vendor parking is located in the parking lot behind the old RCMP Station**. The access to this lot is on the west side of St. Anne Street between the Provincial Building and the Grandin Medical Clinic. The parking lot is to the left. There is **NO VENDOR PARKING** allowed in the big parking lot adjacent to the market. That area is for your customers to park in.

11. **No vehicles** will be allowed to enter the streets after **9:20 a.m.** or be operated on the street after **9:30 a.m.** or **before 3:15 p.m.**. Late vendors are required to check in at the Chamber booth, and if the stall has not been reassigned, must carry product to the stall. Sold out vendors may not leave before **3:15 p.m.** (Display a sold out sign on your table and take down stall after the market closes)
12. Any ownership change of business, at any time, requires a new application for vendorship.
13. All food vendors are responsible to know and comply with all applicable health regulations.
14. **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 except those sold at concessions (including individual servings) must be wrapped in new plastic as set out in all applicable health regulations.  
**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.
15. Crafts and non-food items may be bagged in used bags.
16. Beverages & single servings will only be sold at concessions.
17. Vendors will display, in a prominent place at the front of their booth, the Farmers' Market stall number for reference by management and customers. The back of your stall number sign has information you will need in the event of an emergency.
18. Concession signs promoting prices, products etc. shall be placed no more than five feet in front of the vendor's stall.
19. **Cleanliness and appearance of the market:**  
**A)** Vendors providing samples or operating concessions must supply garbage containers in a location easily visible and accessible to customers.  
**B)** 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**.
20. All vendors must meet all health and fire regulations.
21. **FAILURE TO COMPLY WITH MARKET RULES & REGULATIONS:**  
Infraction may result in, and not necessarily in this order: a written warning; a \$50.00 charge; and/or loss of permanent or weekly stall(s). Loss of permanent or weekly stall(s) will result in all monies being forfeited. All decisions made by the 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.**

\*\*A copy of the criteria used in vendor selection is available upon request at the St. Albert Chamber of Commerce office during regular office hours.

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