

CONCESSION APPLICATION



ST. ALBERT CHAMBER OF COMMERCE 2010 OUTDOOR FARMERS' MARKET

June 19 to October 9, 2010 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 plan on having someone else work your booth you must notify the Market Manager. 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's cell 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 leave or 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 sales vendor to vendor. Sales, beforehand, to other vendors displaying a visible vendor button is allowed. Only concessions are permitted to sell to the public prior to 10:00 a.m. and after 3:00 p.m.
8. 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. (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.**)
9. Vendors are responsible for their own tents and tables. There are no tents or tables to be supplied by the Chamber of Commerce.

CONCESSION APPLICATION

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.** To access this lot, turn off of St. Anne Street just North of the Medical Clinic, on the West side of the street. The parking lot is to the left. There is **NO VENDOR PARKING** allowed in the big parking lot. 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 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.
18. Concession signs promoting prices, products etc, may only be placed within five feet in front of 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 \$40.00 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 Committee appointed Farmers' Market Manager are final.

CONCESSION APPLICATION

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.

REV 08/07

CONCESSION APPLICATION

2010 St. Albert Outdoor Farmers' Market Concession Vendor Application

The 2010 Farmers' Market is scheduled to run from June 19 to October 9, 2010 (17 Saturdays). Concession vendors will include all vendors located in the concession area. Concession spaces are **double size and cannot be split**. Applications from returning vendors will receive first consideration (if received by the October 31st, 2009 deadline) **however, previous participation does not guarantee acceptance**. All applications are subject to review and approval by the Farmers' Market Committee.

Market space location will be determined by the Farmers' Market Committee and will be based on an overall Market plan, which considers previous location in the Market. If accepted in the Market you will receive a map identifying your 2010 Market location. **The Market hours are 10 a.m. until 3 p.m. and this is a rain or shine, all weather Market.**

A COMPLETE MENU AND POWER REQUIREMENTS MUST BE SUBMITTED WITH YOUR APPLICATION. ACCEPTANCE WILL INCLUDE NOTIFICATION REGARDING APPROVED MENU ITEMS. (NO DUPLICATION OF MENUS PERMITTED)

DEADLINE FOR CONCESSION APPLICATION IS October 31st, 2009.

Concession space rates for the 2010 Outdoor Season (17 Saturdays) are as follows:

Space Rate	\$2103.75
GST	\$ <u>105.19</u>
TOTAL	\$2208.94

- Please note that Weekly Vendors are not eligible to participate in the Concession area.

A DEPOSIT OF \$150.00 PER SPACE MUST ACCOMPANY APPLICATION. PLEASE POST DATE CHEQUES TO OCTOBER 31, 2009, PAYABLE TO THE ST. ALBERT CHAMBER OF COMMERCE. Vendors will be notified regarding acceptance in the Market and the remainder amount owing will be due February 28, 2010. Deposits will be refunded **ONLY** if a vendor is not accepted into the Market.

WE RESERVE THE RIGHT TO LIMIT MARKET SIZE AND TO REJECT APPLICATIONS WITH OR WITHOUT REASON. DECISIONS OF THE FARMERS' MARKET COMMITTEE ARE FINAL.

Please fill out the following:

LAST NAME: _____ FIRST

NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

CONCESSION APPLICATION

SIGNATURE: _____

DATE: _____

REV. 08/10