

# 2010 NON-PROFIT APPLICATION



## OUTDOOR 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's pager 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. Before 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.
6. Vendors **MAY NOT** set up before barricades are in place 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.**
7. No vehicles will be allowed to enter the streets after **9:20 a.m.** or be operated after **9:30 a.m.** or before **3:10 p.m.** Late vendors are required to check in at the Chamber booth, if the stall has not been reassigned, the vendor must carry product to the stall.
8. Sold out vendors may not leave before **3:10 P.M.** (Display a sold out sign and take down stall after the market closes.)
9. Vendors may not leave or disassemble stall(s) until **3:00 p.m.**

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10. Vendors are responsible for their own tents and tables. The Chamber of Commerce does not supply tents or tables.
11. All food vendors are responsible to know and comply with all applicable health regulations.
12. Beverages & single servings will only be sold at concessions.
13. Crafts and non-food items may be bagged in used bags.
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. Vendors will display, in a prominent place at the front of their booth, the Farmers' Market stall number for reference by management and customers.
16. Concession signs promoting prices, products etc, may only be placed within five feet in front of stall.
17. **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**.
18. All vendors must meet all health and fire regulations.
19. **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.**

REV 09/08

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## St. Albert Outdoor Farmers' Market Non-Profit Vendor Registration

The 2010 Farmers' Market is scheduled to run from June 19 to October 9, 2010. **Market hours are 10:00 a.m. to 3:00 p.m. and this is a rain or shine, all weather market.** Your non-profit or charitable group may be eligible to participate in the St. Albert Farmers' Market during the 2010 season. Each group must be a registered non-profit group through the Societies Act and may apply for **two (2) dates** 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, or to solicit for a political party.

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 of non-profit stalls. 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.**

### Please fill out the following:

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

SOCIETY'S REGISTRATION NUMBER: \_\_\_\_\_

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

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

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

E-MAIL \_\_\_\_\_

### **TWO DATES REQUESTED: (PLEASE INDICATE ALTERNATE CHOICES)**

- |                                  |                                  |                                    |                                       |                                    |
|----------------------------------|----------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> JUNE 19 | <input type="checkbox"/> JULY 3  | <input type="checkbox"/> AUGUST 7  | <input type="checkbox"/> SEPTEMBER 4  | <input type="checkbox"/> OCTOBER 2 |
| <input type="checkbox"/> JUNE 26 | <input type="checkbox"/> JULY 10 | <input type="checkbox"/> AUGUST 14 | <input type="checkbox"/> SEPTEMBER 11 | <input type="checkbox"/> OCTOBER 9 |
|                                  | <input type="checkbox"/> JULY 17 | <input type="checkbox"/> AUGUST 21 | <input type="checkbox"/> SEPTEMBER 18 |                                    |
|                                  | <input type="checkbox"/> JULY 24 | <input type="checkbox"/> AUGUST 28 | <input type="checkbox"/> SEPTEMBER 25 |                                    |
|                                  | <input type="checkbox"/> JULY 31 |                                    |                                       |                                    |

