

# INDOOR SEASONAL/VENDOR APPLICATION



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

### 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, retail or commercial retail permitted**).
2. A) **Products** must be homegrown, (i.e. grown on own acreage) (**No wholesale, retail 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 date. 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 working your booth for you, you must notify the Market Manager. If you **MUST** miss the market for some reason you are required to have someone work your booth for you or have someone sit in our booth with a 'SOLD OUT' sign. 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 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 with a visible vendor button is allowed. Only concessions are permitted to sell to the public prior to 10:00am and after 3:00pm.
8. **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.**
9. Sold out vendors may not leave before **3:00 p.m.** (Display a sold out sign and take down the stall after the Market closes.)

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10. Any ownership change of business, at any time, requires a new application for vendorship.
11. All food vendors are responsible to know and comply with all applicable health regulations.
12. 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.  
  
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.
13. Crafts and non-food items may be bagged in used bags.
14. Beverages & single servings will only be sold at concessions.
15. Vendors will display, in a prominent place, the Farmers' Market stall number for reference by management and customers.
16. **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 either use their Table Skirt from the 2006 Indoor Farmers' Market, or ask the Market Manager for a **Table Skirt for you to use each Saturday**. 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 an approved 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**.

17. All vendors must meet all health and fire regulations.

### **18. FAILURE TO COMPLY WITH MARKET RULES & REGULATIONS:**

An Infraction may result in, and not necessarily in this order: a written warning; a \$55.00 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.

**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.**

regular office hours.

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

# INDOOR SEASONAL/VENDOR APPLICATION

## 2009 Indoor Fall Farmers' Market Regular Vendor Application

The 2009 INDOOR FARMERS' MARKET is scheduled to run from October 3 to December 19, 2009 with the exception of October 24<sup>th</sup> and November 21<sup>st</sup> when there will be no Market. Market hours are **10:00 A.M. to 3:00 P.M.** Applications from previous outdoor/ indoor vendors will receive first consideration (if received by the August 28<sup>th</sup>, 2009 deadline), however, previous participation does not guarantee acceptance. All applications are subject to review and approval by the Farmers' Market Committee.

Market space allocation will be based on an overall Market plan. Changes to accommodate City/Fire regulations, City of St. Albert regulations, or Market plan may alter Market locations. If accepted in the Market you will receive a map identifying your Market location.

**DEADLINE FOR SEASONAL APPLICATIONS IS 3:00 pm, August 28<sup>th</sup>, 2009.**

Market rates for the Indoor Season are as follows:

STALL	\$471.43
GST	<u>23.57</u>
<b>TOTAL</b>	<b>\$495.00</b>

**A DEPOSIT OF \$55.00 PER SPACE MUST ACCOMPANY APPLICATION. PLEASE POST DATE CHEQUES TO August 28th, 2009. MAKE CHEQUES PAYABLE TO THE ST. ALBERT CHAMBER OF COMMERCE. Vendors will be notified regarding acceptance in the Market and final payments will be due September 15, 2009.** Deposits will be refunded ONLY if a vendor is not accepted into the Market.

**Stall rental is 100% non-refundable upon written and/or verbal confirmation.**

The seasonal vendor rate reflects a significant discount from the price that weekly vendors will pay. Applications received after the August 28<sup>th</sup> deadline will not receive the above discount rate.

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.

**WE RESERVE THE RIGHT TO LIMIT MARKET SIZE AND TO REJECT APPLICATIONS WITH OR WITHOUT REASON. DECISIONS OF THE FARMERS' MARKET COMMITTEE ARE FINAL. YOU WILL BE NOTIFIED BY PHONE OR WRITING OF YOUR ACCEPTANCE INTO THE MARKET.**

If you have any questions or concerns you may call the office at (780) 458-2833, Fax (780) 458-6515 or email [debbie@stalbertchamber.com](mailto:debbie@stalbertchamber.com)

# INDOOR SEASONAL/VENDOR APPLICATION

**Please fill out the following:**

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

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

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

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

PRODUCTS: (Please provide a COMPLETE list of products - attach a separate sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many years have you participated in the St. Albert Farmers' Market as a SEASONAL vendor? \_\_\_\_\_

How many years have you participated in the St. Albert Farmers' Market as a WEEKLY vendor? \_\_\_\_\_

Please fill out, sign and return only page 3 and 4, with deposit, **by 3:00 pm, August 28th, 2009** to:  
St. Albert Chamber of Commerce, Farmers' Market Committee  
71 St. Albert Trail, St. Albert, AB T8N 6L5

*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 product(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 rules and regulations (pages 1 and 2).**

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

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