

# REGULAR / SEASONAL VENDOR 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 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 **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 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 supplied by the Chamber of Commerce.

# REGULAR / SEASONAL VENDOR 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 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, 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:**

# **REGULAR / SEASONAL VENDOR APPLICATION**

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 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.**

\*\*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.

# REGULAR / SEASONAL VENDOR APPLICATION

## 2010 St. Albert Outdoor Farmers' Market

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. Vegetable growers are required to take a minimum of two (2) stalls.** Applications from returning vendors will receive first consideration (if received by the October 31<sup>st</sup>, 2009 deadline), **however, previous participation does not guarantee acceptance.** All applications are subject to review and approval by the Farmers' Market Committee.

Market stall allocation will be based on an overall Market plan, which considers previous location in the Market. Changes to accommodate City regulations, street construction, or Market plan may alter Market locations. Parking, behind stall(s), may not be available for all vendors. If accepted into the Market you will receive a map identifying your 2010 Market location.

**DEADLINE FOR SEASONAL APPLICATION IS October 31<sup>st</sup>, 2009.**

Market rates for the 2010 Outdoor season are as follows:

**All vendors are required to supply their own tables, tents, etc., and no power is available.**

<b>Stall Rental</b>	\$825.00
<b>GST</b>	<u>\$ 41.25</u>
<b>TOTAL</b>	<b>\$866.25</b>

The Seasonal Vendor rate provides a confirmed stall location and is less than the price that Weekly Vendors will pay. Applications received after October 31<sup>st</sup>, 2009 deadline will only be considered as a Weekly Vendor.

**A DEPOSIT OF \$100.00 PER STALL MUST ACCOMPANY APPLICATION. PLEASE POST DATE CHEQUES TO October 31st, 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.

- **Please provide a picture of your product line when submitting your application.**

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

# REGULAR / SEASONAL VENDOR APPLICATION

Please fill out the following:

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

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

POSTAL CODE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

STALL NUMBER (S) 2009 SEASON: \_\_\_\_\_

VEHICLE DESCRIPTION: \_\_\_\_\_ VEHICLE LICENCE PLATE #: \_\_\_\_\_

DESCRIPTION OF EQUIPMENT USED IN STALL (i.e. BBQ):

---

---

PRODUCTS: (Please provide a COMPLETE numbered list):

---

---

---

---

---

---

---

---

---

---

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 return **only pages 4 and 5** to the St. Albert Chamber of Commerce, Farmers' Market Committee:  
71 St. Albert Road, St. Albert, AB T8N 6L5. If you have any questions or concerns you may contact the office  
at (780) 458-2833.

***In order to comply with the Personal Information Protection Act:  
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 list.**

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

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

REV 08/10