

# INDOOR WEEKLY 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.)

## **INDOOR WEEKLY VENDOR APPLICATION**

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 use a table skirt provided by the Chamber of Commerce or their Table Skirt from the 2006 Indoor Farmers' Market. 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 a Table Skirt provided by or approved by 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 \$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.**

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

**INDOOR WEEKLY VENDOR APPLICATION**

The 2009 INDOOR FARMERS’ MARKET is scheduled to run from October 3<sup>rd</sup> to December 19<sup>th</sup>, 2009, with the exceptions of October 24<sup>th</sup>, 2009 and November 21<sup>st</sup>, 2009, when the market will not be taking place. Market hours are **10:00 a.m. to 3:00 p.m.** Please note that this application must be completed and signed by the applicant and all vendors must meet the Market criteria of “home-made or home-grown”. B.C Fruit vendors will not be accepted under this application category.

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

Market rates for the 2009 Fall Indoor St. Albert Farmers’ Market season as a Weekly Vendor are:

Stall fee (per week)	\$52.38
GST	<u>2.62</u>
<b>TOTAL</b>	<b>\$55.00</b>

A deposit of \$ 55.00 must accompany application. Please make cheques payable to the St. Albert Chamber of Commerce. Deposits will only be refunded if a vendor is not accepted into the Market.

Vendors will be notified regarding acceptance into the Market and when final payments are due. Dates assigned are not transferable upon written and/or verbal confirmation.

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

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.**

Please fill in the following:

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

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

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

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

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

EMAIL \_\_\_\_\_

**INDOOR WEEKLY VENDOR APPLICATION**

HOW MANY YEARS HAVE YOU BEEN A VENDOR IN THE ST. ALBERT FARMERS' MARKET?

\_\_\_\_\_

PRODUCTS: (Please provide a detailed list-attach a separate sheet if necessary.)

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Please choose your five dates:

- |                                 |                                 |                                 |                                 |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Oct 3  | <input type="checkbox"/> Oct 31 | <input type="checkbox"/> Nov 28 | <input type="checkbox"/> Dec 19 |
| <input type="checkbox"/> Oct 10 | <input type="checkbox"/> Nov 7  | <input type="checkbox"/> Dec 5  |                                 |
| <input type="checkbox"/> Oct 17 | <input type="checkbox"/> Nov 14 | <input type="checkbox"/> Dec 12 |                                 |

Please fill out, sign and return only pages 3 and 4 to the St. Albert Chamber of Commerce:  
71 St. Albert Trail, St. Albert, AB T8N 6L5. If you have any questions or concerns you may contact the office at (780) 458-2833, Fax (780) 458-6515 or email [debbie@stalbertchamber.com](mailto:debbie@stalbertchamber.com)

*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: \_\_\_\_\_