

WEEKLY 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 **(780) 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 to be supplied by the Chamber of Commerce.

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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 9:20 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.
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 \$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

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**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 09/08

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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.** 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 or Vegetable vendors, or concessions will not be accepted under this application category.**

All weekly vendors are required to supply their own tables, tents, etc., and no power is available. Parking, behind stall(s), is not available for all vendors.

Market rates for the 2010 St. Albert Farmers' Market season as a weekly vendor are:

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

- Please include a **deposit of \$55.00** (payment methods include: **cheque, money order, visa or mastercard. No cash payments please!**) with this application. Post date cheques to **May 2, 2010** and make **cheques payable** to the **St. Albert Chamber of Commerce**. Deposits will be applied to final date. The deposit is non-refundable upon written and/or verbal confirmation.
- **Please provide a picture of your product line when submitting your application.**
- **Stalls are guaranteed only after full payment has been received. Full payment is due upon receipt of confirmation letter and the stall rental is 100% non-refundable.**

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 IN WRITING OF YOUR ACCEPTANCE INTO THE MARKET.

Please fill out the following:

NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

E-MAIL: _____ PHONE NUMBER: _____

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? _____

