

St. Albert
AND DISTRICT
CHAMBER OF COMMERCE

• ST. ALBERT •
FARMERS' MARKET

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ST. ALBERT INDOOR CHRISTMAS MARKET



VENDOR APPLICATION



STALBERTFARMERSMARKET



2018 Christmas Application



2018 Farmers' Market Application

Notice to Vendors: You **MUST** initial each line for understanding, acceptance and full cooperation with the following rules and regulations of the **St. Albert Farmers' Market**. **Failure to comply** with these rules may result in the **forfeiture of your participation in the Farmers' Market**.

1. All products must be **homemade, handcrafted, or home grown**. No wholesale, resale, or commercial retail business is permitted. _____
2. B.C. Fruit vendors may not sell fruit from areas outside British Columbia. Inspection slips must be on hand at each Market. _____
 - a. 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.
 - i. Non-Alberta tomatoes are prohibited.
 - ii. B.C. grown vegetables, including peppers and greenhouse produce are not permitted.
3. Vendors selling food must meet all Food Safety guidelines as outlined by Alberta Health Services. _____
 - a. Vendors are required to have their Farmers' Market Home Study Course Certificate. A copy of this certificate must be submitted with your application.
 - b. Food Permits issued by Alberta Health Services must be on hand at all times.
4. Vendors are permitted to sell only the items *listed* as approved on their Product Approval letter. Any changes to product lines must be submitted in writing and approved by Market Administration in advance. _____
5. Vendors are responsible for the stall they have been assigned. If the space will not be utilized for a specific date, at least 48 hours advance notice must be given in writing. In the event of an emergency last minute cancellation, phone the Market Manager's cell phone at 780-619-2833. _____
 - a. No refunds will be given for cancellations. **All stalls are non-refundable**. _____
6. Vendors are not permitted to loan, sublease or give away the stall(s) they are assigned. Stalls cannot be shared (only one business may operate per stall). _____



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7. The Market Manager and Farmers' Market Committee have the right to change vendor locations within the market at any time. _____
8. Vendors are required to supply their own table, **no larger** than 6 ft. by 3 ft. _____
 - a. No product shall be displayed outside of this area.
 - b. Vendors must provide their own table cloth.
9. Vendors must be set up in their stall and ready to operate by 9:30 a.m. Stalls that are vacant after this time may be reassigned to another vendor. _____
10. **Public selling begins at 10:00 a.m. and ends at 3:00 p.m.** Vendors are not permitted to sell to the public outside of this time. _____
11. Sold out vendors must display a "sold out" sign on their table and remain completely set up in the market until 3:00 p.m. _____
12. All vendor vehicles must be parked at the S.W. side of St. Albert Place (end of the parking lot between City Hall and the Courthouse). _____
 - a. Vendors are prohibited from blocking emergency access routes and doorways.
 - b. Loading and unloading must be done through the S.W. entrance or through the South loading docks.
 - c. Vehicles are **NOT** permitted to drive onto the plaza in front of St. Albert Place to unload.
13. Vendors are responsible for removing their own garbage. Garbage cans provided in the market are **for customer use only**. Vendors offering samples must supply garbage containers for their customers in an easily visible location. _____
14. The St. Albert Farmers' Market **requires all of** our vendors to carry **Liability Insurance for a minimum of \$1 million**. It is the vendor's responsibility to carry their own Liability Insurance Policy. The **Alberta Farmers' Market Association** offers reasonable rates for vendor liability insurance. Contact **Western Financial Group** at 1-855-232-2004 or at www.westernfinancialgroup.ca for more information. You may also obtain liability insurance through your current insurance provider. Proof of insurance is required before the opening market day OR before the first day you are scheduled to take part in the market. _____



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15. Power is NOT available. _____
16. All ownership changes of business require a new application for vendorship. _____
17. All NSF cheques are subject to a processing fee of \$50. _____
18. All vendors must comply with the **Vendor Code of Conduct** (see next page). _____
19. Failure to comply with Market Rules and Regulations may result in the following (not necessarily in this order):
 - a. A written warning _____
 - b. A \$50.00 charge _____
 - c. Loss of stall(s)
 - i. **No refund will be provided for loss of stall(s).** _____
20. The Farmers' Market Committee reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary. _____



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Vendor Code of Conduct:

As an accepted vendor at the St. Albert Farmers' Market, you will be viewed as a representative of the market to the public and we place our trust in you. Please ensure you are familiar with all guidelines detailed below.

As an accepted vendor at the St. Albert Farmers' Market, I will:

1. Conduct myself and all my affairs in a courteous and respectful manner toward the public, all other vendors, market management and market staff;
2. Consistently behave in a way that respects and recognizes the rights and selling opportunities of other vendors;
3. Only use language and communication that is polite, respectful, and conscientious when interacting with anyone at the market;
4. Operate vehicles, equipment, set-up, and take-down in a manner that is safe and responsible for all market participants;
5. Respect and adhere to the St. Albert Farmers' Market Rules & Regulations outlined in my application;
6. Ensure that no alcohol or other mind-altering drugs that may affect my judgment or my conduct are present in my system while at the market;
7. Sell at the market while making sure all of my products and business practices abide by the laws and regulations set down by Alberta Health Services, Alberta Agriculture & Forestry, and any other relevant agency;
8. Work together with Farmers' Market Management each weekend to resolve any conflicts or concerns in a calm and cooperative manner to ensure the market day is a good experience for all parties involved.
9. By way of my signature on my Application Form, I indicate my understanding and acceptance with this Code of Conduct and the Rules and Regulations of the St. Albert Farmers' Market and agree to comply with the intention of these documents.

Date: _____ Signature: _____

Should a vendor fail to comply with this code of conduct, their indiscretion will be reviewed and investigated by the Farmers' Market Manager and the St. Albert Farmers' Market Committee. Depending on the severity and/or repetition of the offence, the violation may result in a warning letter or expulsion from the market.

The Code of Conduct is directed to the vendor, their family, staff, or any friends who may assist the vendor in participating in the St. Albert Farmers' Market.



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The 2018 St. Albert Indoor Christmas Market is scheduled to run for four Saturdays from **November 24th** to **December 15th** from 10am to 3pm inside St. Albert Place.

Applications from returning vendors will receive first consideration if received before the deadline. However, **previous participation does not guarantee acceptance**. All applications are subject to review and approval by the Farmers' Market Committee.

Rates for the 2018 St. Albert Christmas Market season as a vendor are:

Stall Fee	\$55.00
GST	<u>2.75</u>
Total	\$57.75 per Saturday

- **Applicants must include a deposit of \$57.75 with this application.** Payment methods include cheque, money order, e-transfer, Visa or MasterCard.
 - Cheques must be post-dated to **October 8, 2018** payable to the St. Albert & District Chamber of Commerce.
 - Deposits will be applied towards your total amount owing, and will be refunded to you if you are not accepted by the market committee.
- **Deposits are non-refundable following written and/or verbal confirmation of acceptance into the Market.** Stalls are guaranteed only after full payment has been received. **Full payment is due October 31, 2018** or as soon as the application is received after this date.
 - **Stall rentals are non-refundable.**
- Applicants must include a photo of their product line with the application OR a website where photos are available.

We reserve the right to limit market size and reject applications with or without reason. Decisions of the Farmers' Market Committee are final. You will be notified by email and if you do not have an email address, by mail of your acceptance into the market.



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Please fill out the following information:

Vendor Business Name:
Personal Name:
Address:
City:
Postal Code:
Primary Phone:
Secondary Phone:
Email:
Website:
Facebook:
Twitter:
Have you participated in other farmers' markets? If so, which:
How many years have you taken part in the St. Albert Indoor Market?

If you are a Food Vendor, do you prepare your product at home or in a commercial kitchen? _____

If you are a Food Vendor, please submit a copy of your Farmers' Market Home Study Course Certificate with this application or **before** your first scheduled date at the market.

Description of All Equipment Used in Stall (ex: coolers, generator).
Detailed Product Description:

(All items must be specifically listed. Only those items listed will be considered for approval. Only those items approved in advance can be sold at the market). Please note, if this section is left blank, the committee will be unable to review your application.



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Payment Method: Cash _____ / Cheque Number _____ / Debit _____ /
Credit Card Provided _____ / Money Order _____ / E-transfer _____

Credit Card Number: _____ Expiry: ____/____
Card Name: _____ Signature: _____
Special instructions: _____

Please choose the market dates you would like to attend for the 2018 season:

November 24th December 1nd December 8th December 15th

Please return this application to the Farmers' Market Committee, St. Albert & District Chamber of Commerce. You can mail, fax, or email your application to:

71 St. Albert Trail
St. Albert, AB
T8N 6L5

Fax: 780-458-6515

Phone: 780-458-3660

Email: roxane@stalbertchamber.com

I am eligible, have read, understand and agree to comply with all Market Rules and Regulations as specified by the St. Albert & District Chamber of Commerce Farmers' Market Committee.

In order to comply with the Personal Information Protection Act: I give consent to the St. Albert & District Chamber of Commerce to disclose my name, company name and/or telephone number to those persons inquiring about my product(s).

Signature: _____ Date: _____

