2018

Not-For-Profit Application

June 9th – October 6th

FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH

St. Albert and District Chamber of Commerce

• ST. ALBERT •
FARMERS' MARKET

PRESENTED BY

LANDREX

***Not-for-profit vendors** are organizations that attend the market free of charge to spread awareness for their cause.*

FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH . LOCAL . FUN . FRESH

Office Location: 71 St. Albert Trail, T8N 6L5
Market Location: Around 5 St. Anne Street, T8N 6N8
(St. Anne Street, St. Thomas Street, and the St. Anne Promenade)

St. Albert and District Chamber of Commerce

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. Your Not-For-Profit organization is registered as a Non-Profit group through the Societies act**. Only Registered Non-Profit groups** are eligible to apply. _____

2. The St. Albert Farmers' Market is an **all-weather market**. All market participants are required to operate in a variety of weather conditions including rain, snow or shine. _____
    a. In the event of extreme weather (ex: severe lightening, tornado, etc.) vendors will be notified and our Weather Emergency Procedures will be activated. _____

2. This opportunity is to help your organization to raise awareness of your cause. These stalls are **NOT** meant as a fundraiser for your organization. Any fundraising activity must be approved in advance from the Farmers' Market Committee and Management _____

3. Not-For-Profit groups are not permitted to sell goods, solicit petition signatures or solicit for a political party. _____

4. Sales or the giving of **beverages** and **single serving food items** are not permitted under this application. _____

5. **Your organization is responsible for the stall they have been assigned**. If the space will not be utilized for a specific date, advance notice must be given in writing (email will be accepted). **All** vendors must provide **7 days written notice** whenever possible. The cancellation notice allows us to make adjustments so that the market does not appear to have empty stalls. In the event of an emergency and/or last minute cancellation, please phone the **St. Albert Farmers' Market Manager** on the Market cell phone at 780-619-2833.

6. **Organizations are not permitted to loan, sublease or give away the stall(s) they are assigned**. Stalls **cannot** be shared (only one group may operate per stall). _____

7. The **Farmers' Market Manager** and **Farmers' Market Committee**, at their discretion, reserve the right to change your assigned locations within the market at any time. _____

8. As smoking and animals are strictly prohibited in establishments in the market, neither are permitted at the Farmers' Market. (This does not apply to service animals). _____

9. All stalls are defined as 10 ft. by 10 ft.
   a. Your group is required to provide their own **tent** and **table**. _____
   b. No product, signs or stands shall be displayed outside of your stall(s). _____
   c. Tents must be flush against the curb (unless otherwise specified by market administration). _____
   d. Your group is responsible for bringing **weights** to anchor their tent in the event of inclement weather. **ALL tents MUST be weighted down during the market with a minimum of 20 lb per each tent leg.** _____
   e. **Your group is responsible for any damage that occurs at or around their stall** (eg: city or other vendor's property, damaged trees, grass, etc.). If you are permitted to park your vehicle on the grass, lattice or other material(s) **must be placed underneath your vehicle's tires** to prevent property damage. _____

      - Any infractions will result in the permanent loss of parking privileges and the City of St. Albert will fine all vendors responsible for any damages and/or replacement costs incurred. _____

10. Barricades are erected at 7:00 a.m. - 7:30 a.m. and removed at 4:00 p.m. - 4:30 p.m. Vendors are not permitted to set up before the barricades are erected in the morning. Similarly, vendors must be completely disassembled and off the road before the barricades are removed at the end of the day. If you commence set-up prior to or continue taking down after this time it is **at your own risk**. _____

11. Vendors must be set up in their stall and ready to operate by **9:30 a.m.**, at which time access roads are closed. Stalls that are vacant after this time **may be** reassigned to another vendor. No date exchanges will be given to vendors arriving late where stalls have been reassigned or are no longer available. _____

12. **Public selling begins at 10:00 a.m. and ends at 3:00 p.m.** Vendors are not permitted to sell to the public prior to/after this time. _____
    a. **Vendor-to-Vendor** sales are permitted at any time, as long as both parties visibly display their **purple vendor buttons** that are available at the Market Information Booth. _____

13. **Only Concession vendors** are permitted to sell to the public between the hours of 7:30 a.m. and 3:15 p.m. _____

14. **You are not permitted to break down your booth prior to 3:00 pm.** _____

15. **Exit Procedure:**
    a. For all vendors, the fog horn will be sounded three times over the course of the day:
        i. 10:00 a.m. – Signifies that the market is open and sales can begin. _____
        ii. 3:00 p.m. – Signifies that the market is closed and sales must stop. _____
        iii. **Approximately** 3:15 p.m. – to signify that vendors are now permitted to enter/exit the market with their vehicles. _____
    b. **No vehicles are permitted to enter/exit until the second horn is blown (no earlier than 3:15 p.m.).** _____

16. **Parking behind stalls is only available for Not-For-Profit booths under unique circumstances.** Please check with the Market Management as to where your group is permitted to park. _____

17. **Power is NOT available**. If a vendor decides to use a generator, they must have an inverter to minimize generator noise (as it is disruptive to other vendors and market patrons), and must tape down cables. _____

18. **Vendors are responsible for removing AND TAKING AWAY from the market their own garbage and stall cleanup**. Garbage cans provided in the farmers' market are **for customer use only**. The use of city or other businesses garbage bins is strictly prohibited. _____

19. The St. Albert Farmers' Market **requires** all of our vendors to carry **Liability Insurance**. It is the vendor's responsibility to carry their own Liability Insurance Policy. You may obtain liability insurance through your current insurance provider. Proof of insurance is required once you have been accepted. _____

20. All vendors must comply to the **Vendor Code of Conduct** (see next page). _____

21. **Failure** to comply with Market Rules and Regulations may result in your organizations inability to participate with market. _____

22. The Farmers' Market Management and Committee reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary. _____

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.

2018 Not-for-profit Application

The 2018 St. Albert Farmers' Market is scheduled to run from June 9th, 2018 to October 6th, 2018.

The Farmers' Market Hours of Operation are Saturdays from 10:00 a.m. to 3:00 p.m.

As a registered Not-For-Profit organization through the Societies Act, you are eligible to apply for a **maximum of two dates** during the 2018 season. There will be **no charge** for attending the market.

The St. Albert Farmers' Market offers Not-For-Profit stalls to help raise awareness for your organization.

We reserve the right 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 (by email and if you do not have an email address, by mail).

PROSPECTIVE NOT-FOR-PROFIT VENDOR APPLICATION FORM

Please fill out the following information:

Organization Name:
Society's Registration Number:
Contact Name and position within organization:
Address:
City:
Postal Code:
Primary Phone:
Secondary Phone:
Email:
Website:
Facebook:
Twitter:

Planned Activities at the market and brief description of organization: *(Please include type of promotional materials you would like to hand out)*

Do you have **Liability Insurance?** _____ if not, refer to Rule #19. **Please include a copy with your application.**

2018 Not-for-profit Application

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

☐ June 9th	☐ July 7th	☐ August 4th	☐ Sept 1st	☐ Sept 29th
☐ June 16th	☐ July 14th	☐ August 11th	☐ Sept 8th	☐ October 6th
☐ June 23rd	☐ July 21st	☐ August 18th	☐ Sept 15th	
☐ June 30th	☐ July 28th	☐ August 25th	☐ Sept 22nd	

Please return the completed application to the Farmers' Market Committee at the St. Albert & District Chamber of Commerce (farmers' market office address). You can mail, fax, drop off or email your application to:

St. Albert & District Chamber of Commerce
71 St. Albert Trail, St. Albert AB T8N 6L5

Fax: 780-458-6515 Phone: 780-458-3660 Email: market@stalbertchamber.com

Please note that during Market Season, the Market staff work Tuesday – Saturday only, 8:30 a.m. – 4:30 p.m. during weekdays, and 7:00 a.m. – 3:00 p.m. on Saturdays.

St. Albert Farmers' Market Application Quick Checklist:

☐	Application Form (submitted with full detail of your planned activities)
☐	**Liability Insurance (See Rule #20)**

Congratulations! You have completed the application process to participate in the **2018 St. Albert Farmers' Market**! All applications will be reviewed by our Farmers' Market Committee and Management. If you are selected, you will receive a confirmation package by mail and/or email. Process approval time will vary.

For more information please visit our website at www.stalbertfarmersmarket.com, email us at market@stalbertchamber.com or give us a call at our direct office line at 780-458-3660. You can also follow our updates on social media through **Facebook, Twitter, Instagram, Pinterest, and Snapchat.**

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 for the St. Albert & District Chamber of Commerce to disclose my name, company name, email address and/or telephone number to those persons inquiring about my product(s)/business, and for promotion of the St. Albert Farmers' Market. I also give permission for photos of my booth/products to be used in promoting the Farmers' Market.

Please sign and date authorization form. Unsigned agreements will not be considered as complete and will not be accepted for review.

2018 Not-for-profit Application

Signature: _____ Date: _____

Office use only:

Application Received: _____

Accepted: _____ Wait-list: _____ Declined: _____

Category: _____

Invoice Number: _____