

2018 Concession Application



the City of St. Albert will fine all vendors responsible for any damages and/or replacement costs incurred. _____

12. 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**. _____

13. Vendors must be set up in their stall and ready to operate by **9:30 a.m.**, at which time access roads are closed. All vehicles used for set-up must also be off the road at this time and parked behind your stall (where permitted) or in the designated vendor parking areas. Stalls that are vacant after this time **may be** reassigned to another vendor. No refunds or date exchanges will be given to vendors arriving late where stalls have been reassigned or are no longer accessible. _____

14. **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. _____

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

16. **Sold out vendors must display a "sold out" sign on their table and remain completely set up** until 3:00 p.m. Vendors are **not** permitted to pack-up and leave the market early. _____

17. **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.)**. _____

18. **Parking is extremely limited behind stalls**. No vehicles will be permitted to park **without prior authorization**, and is **NEVER guaranteed** to any vendor since construction or other factors may change parking availability during the market season. _____



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. Ensure that all of my staff or those working in my stall are aware of and abide by the Vendor Code of Conduct.
10. 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.



2018 Concession Application



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 . LOCAL . FUN . FRESH

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.

ALTHOUGH CONCESSION VENDORS MAY APPLY THROUGHOUT THE SEASON, TO BE GUARANTEED A SPACE, CONCESSION MUST APPLY BY JUNE 1.

Applications from returning vendors will receive first consideration if received before the deadline. However, **previous participation does not guarantee acceptance.** All applicants are subject to review and approval by the Farmers' Market Committee. Previous stall location in the market will be taken into consideration; however, there is no guarantee that you will be in the same stall as previous years.

Rates for the 2018 St. Albert Farmers' Market season as a Concession Vendor are:

Stall Fee (for the season)	\$2,430.00
GST	\$ <u>121.50</u>
Total	\$2,551.50

- **Applicants must include a deposit of \$150.00 with this application.** Payment methods include cash, cheque, money order, credit or debit card.
 - Cheques must be postdated to no later than April 23rd, 2018 payable to the St. Albert and District Chamber of Commerce.
 - Deposits will be applied to your first date in the Market.
 - **Deposits are non-refundable following written confirmation of acceptance into the Market.**
- **Full payment for ALL accepted dates is due upon receipt of your Acceptance letter. Stall rental fees are non-refundable.**
- Applicants must include a photo with an explanation of product manufacturing and, if applicable, a list of ingredients and method of preparation of their product line with their application as verification of the authenticity of their products. If you have social media with photos of your product, this will suffice.

We reserve the right to 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.



2018 Concession Application



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

Please submit a copy of your **Farmers' Market Home Study Course Certificate** or a **Food Safety course meeting Section 31 of the Food Regulation** with this application OR before the first date you are scheduled to be in the market.

Description of All Equipment Used in Stall (ex: coolers, generator).
Please provide the dimensions of your set-up:

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.

Do you have **Farmers' Market Liability Insurance?** _____ if not, refer to Rule #20.
Please include a copy with your application.

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

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

Fax: 780-458-6515 Phone: 780-458-2833 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. – 4:00 p.m. on Saturdays.



www.stalbertfarmersmarket.com

2018 Concession Application



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 . LOCAL . FUN . FRESH

St. Albert Farmers' Market Application Quick Checklist:

	Application Form (submitted with photos of both product and vehicle if required)
	Deposit of \$150.00 *Applications submitted without a deposit will not be reviewed
	Farmers' Market Liability Insurance (See Rule #20)
	Complete Description with Photos of Items

If you are a vendor selling any type of food product, do you have the following:

	Farmers' Market Home Study Course or a Food Safety course meeting section 31 of the Food Regulation (See Rule #3a)
	Farmers' Market Liability Insurance (See Rule #20)
	In compliance with all Food Handling Requirements (See Rule #3c)

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.

Signature: _____ Date: _____



2018 Concession Application



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

Office use only:

Application Received: _____

Accepted: _____ Wait-list: _____ Declined: _____

Category: _____

Invoice Number: _____

