

St. Albert Farmers' Market Rules and Regulations



1. All products must be **homemade, handcrafted, or home grown in Alberta**. No wholesale, resale, or commercial retail business is permitted.
2. The St. Albert Farmers' Market is an **all weather market**. Vendors 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.
3. **For vendors selling any type of food products.** Vendors selling food must meet all Food Safety guidelines as outlined by **Alberta Health Services**. Please contact AHS at 780-460-4751 or www.albertahealthservices.ca for more information.

Vendors are required to have:

- a. **Farmers' Market Home Study Course or a Food Safety course** meeting Section 31 of the Food Regulation: A copy of this certificate must be submitted with your application.

Note: If you have not yet obtained your Farmers' Market Home Study Course, it can be found on the St. Albert Farmers' Market website at www.stalbertfarmersmarket.com
 - b. **Food Handling Permits** for concessions (units selling food to be eaten at the market) issued by Alberta Health Services must be on hand at all times.
 - c. All **Food Handling Requirements** including **labelling, food samples, hand washing stations and sanitation**. All information regarding the above can be found on the St. Albert Farmers' Market website.
4. Sales of **beverages** and **single serving food items** are not permitted, except **by Concession vendors**. Vendors are only permitted to sell food items in quantities of two or more.
 5. **Vendors are only permitted to sell approved items listed on their Product Approval letter.** Any changes or additions to product lines must be submitted in writing and approved by Market Administration in advance.
 6. **Vendors are 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). Both Seasonal vendors and Weekly vendors must provide **7 days written notice**. The cancellation notice allows us to make adjustments so that the market does not have empty stalls. In the event of an emergency and/or last minute cancellation, please phone the

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- St. Albert Farmers' Market Manager.** A number will be provided to you at the beginning of the 2016 market.
- a. **All stall payments must be paid in advance** (failure to do so may result in loss of booking).
 - b. All **NSF cheques** are subject to a processing fee of \$50.
 - c. **No refunds or exchange of dates will be given for cancellations. All stall payments are non-refundable.**
7. **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).
8. The **Farmers' Market Manager** and **Farmers' Market Committee**, at their discretion, reserve the right to change vendor locations within the market at any time.
9. As smoking and animals are strictly prohibited in establishments where food is prepared, stored or offered for sale, neither are permitted in the Farmers' Market. (This does not apply to a guide dog used by a person with medical and physical disabilities).
10. All stalls are defined as 10 ft. by 10 ft.
- a. Vendors are required to provide their own **tent and table**.
 - b. No product, signs or stands shall be displayed outside of this area.
 - c. Tents must be flush against the curb.
 - d. Vendors are responsible for bringing **weights** to anchor their tent in the event of inclement weather. **ALL tents MUST be weighted down during the market.**
 - e. **Vendors are responsible for any damage that occurs at or around their stall** (ex: 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.
 - The City of St. Albert will **fine all** vendors responsible for any damages and/or replacement costs incurred.
11. 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.
12. 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 refunds or date exchanges will be given to vendors arriving late where stalls have been reassigned or are no longer accessible.

13. **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.
14. **Concession vendors** are permitted to sell to the public between the hours of 7:30 a.m. and 3:15 p.m.
15. **Sold out vendors must display a “sold out” sign on their table and remain completely set up** and present at their booth in the market until 3:00 p.m. You are **not** permitted to leave early.
16. **Exit Procedure:**
 - a. For all vendors, the fog horn will be two blasts – this will be sounded three times over the course of the day:
 - i. 10:00 a.m. – To signify that the market is open to the public
 - ii. 3:00 p.m. – to signify that the market is closed to the public
 - iii. Approximately 3:15 p.m. – to signify that vendors are now permitted to exit the market
 - b. **No vehicles are permitted to enter/exit until the second horn is blown**
 - c. Public safety is the responsibility of **everyone** in the market. We have a zero tolerance policy for anyone who does not follow these regulations.
17. **Parking is extremely limited behind stalls.** For stalls where parking is permitted, vendors are required to submit a photo of the vehicle they wish to park, along with their application. No vehicles will be permitted to park without prior authorization, and **a Farmers' Market parking pass MUST be displayed on the dash.**
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. Vendors offering samples must supply garbage containers for their customers in an easily accessible/visible location.
19. All ownership changes of a business require a new application for vendorship.

20. 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. Unfortunately, we do not offer our own Liability Insurance to our vendors. The **Alberta Farmers' Market Association** offers reasonable rates for vendor liability insurance. Please 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 April 15, 2016.
21. **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. Cancellation of stall and removal from the St. Albert Farmers' Market
 - d. **No refund will be provided for loss of stall(s).**
22. The Farmers' Market Management and Committee reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary.