



Sherwood Park Farmers' Market 2018 Concession Vendor Application



Thank you for your interest in becoming a vendor in our Outdoor Season of the Sherwood Park Farmers Market.

The Outdoor Season of the Sherwood Park Farmers Market (SPFM) runs every Wednesday from May 23rd – October 3rd 4:00 – 8:00 pm. We are located at Broadmoor Lake Plaza – 2015 Oak Street, Sherwood Park

From time to time pictures may be taken during market hours for use of advertising, marketing. By signing this application form, you acknowledge that you are willing to have pictures of your products placed on our website or any other means of advertising.

At the Sherwood Park Farmers Market insurance is mandatory for Concession vehicles. A copy of your insurance must be submitted with your application.

All applications are reviewed by the SPFM Vendor Approval Committee. Applications from returning vendors will receive first consideration; previous participation does not guarantee acceptance into the market. Vendor approval will be based on an overall market balance. SPFM Board reserves the right to limit market size and to reject applications with or without reason. Decisions of the Sherwood Park Farmers' Market Executive/Vendor Committee are final.

Complete applications including all applicable documentations and monies are to be submitted to the Market Manager, by email, in person or mail. Failure to include all appropriate documents, may delay your approval.

Sherwood Park Farmers Market Application Quick Checklist:

- Application form – pages 2 & 3
- Initial each of the market rules (page 4 & 5)
- Picture of your food truck
- A copy of your insurance policy
- Food Handling Permit or Farmers Market Home Study Course certificate (food vendors)
- Email to Sherwoodparkfarmersmarket@gmail.com , or if email is not available, please mail to: Sherwood Park Farmers Market, PO Box 50762, Sherwood Park, AB T8A 0Y0

If you have any questions, or concerns, you may contact the Farmers Market Manager @ 780-464-3354, or email sherwoodparkfarmersmarket@gmail.com



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Please Print

Permission is given to the SPFM Market Manager/Society to disclose my name, company name and/or telephone number to persons inquiring about my products Yes ____ No ____

Company Name: _____

First & Last Name: _____

Address: _____ City: _____

Postal Code: _____ E-mail: _____

Phone #: _____ Is power required? Yes ____ No ____

Facebook: _____ Website: _____

Emergency Contact Name & Number: _____

Products: Please provide a detailed listing.

Please list other markets where you are participating as a vendor:

Will you be using a generator? Yes ____ No ____

Do you need a trailer with your market booth? Yes ____ No ____

If yes, please provide the dimensions of your trailer Width _____ Length _____

Vehicle Make, Model, Length & License _____



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2017 Fee Schedule Options

**Payment in full will be collected on your first market day.
Canada Day is to be paid in advance to secure your stall**

Monthly post-dated cheques are accepted. We also accept credit card payments

Note: There is a \$20.00 chare on all NSF cheques. There are NO REFUNDS.

Outdoor season

May	June	July	August	September	October
16	6	4	1	5	3
23	13	11	8	12	
30	20	18	15	19	
	27	25	22	26	
		29		31	

\$50 x # of Stalls x # of weeks = \$ _____

Canada Day – July 1 from 10 am – 5 pm **\$120.00**

Note: You will be required to be in your stall by 9:00 am

Payment in full is required to secure your stall.

2017 Annual Membership Fee

\$10.00 per year **\$10.00**

TOTAL OWING **\$ _____**

You may now pay via credit card. Should you wish to use this method please include the following: Credit Card # _____ Expiry Date: _____

CSV: _____ Name on Credit Card: _____



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Sherwood Park Farmers' Market Society Vendor Rules and Regulations/Guidelines

1. 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 given to the Market Manager in writing for approval by the vendor committee. _____ **Initials**
2. All Food Vendors are responsible for knowing & complying with all applicable health regulations. _____ **Initials**
3. All products sold at Sherwood Park Farmers Market must conform to the AHS Regulations and Standards of Cleanliness. All vendors selling consumable food products must provide a copy of their AHS Food Sanitation & Hygiene Certification and/or Home Study Course Certification. _____ **Initials**
4. All Food Vendors must display, visible to the public, their AHS certification within their stall. _____ **Initials**
5. All Food Vendors: All prepared food items must be pre-packaged as per AHS regulations and labelled according to CFIA (Canadian Food Inspections Agency) standards. _____ **Initials**
6. All Food Vendors: Serving samples of your product is encouraged, provided you meet the AHS Farmers Market guidelines. Vendors providing samples must supply garbage containers in a location easily visible and accessible to customers _____ **Initials**
7. All Food Vendors: **Please note that if you wish to SERVE HOT FOOD you must fill in a Concession Application Form.** Any vendor caught breaking this rule will be immediately shut down and permanently removed from the market, with no refund forthcoming. _____ **Initials**
8. B.C. Fruit Vendors: may sell only B.C. Fruit. Fruit from any other province or state is not allowed. B.C. Fruit vendors must have inspection slips available at each market. A release permit for inter-provincial transport of B.C. Fruit must be obtained by vendors transporting their own fruit, and be produced as requested by the Market Manager. Interprovincial trade of fruit requires an inspection certificate and proper labelling. _____ **Initials**
9. Organic: If your company is considered "Organic" or you are a beekeeper, documentation supporting this must accompany your application. _____ **Initials**
10. All inflatables must provide a copy of liability insurance for \$2 million dollars listing Strathcona County as additional insured. Proof of Alberta Elevating Devices & Amusement Rides Safety Association (AEDARSA) for each inflatable must be submitted. _____ **Initials**
11. Please note that changes to Strathcona County regulations, street construction, building renovations or Market plan may alter Market locations. _____ **Initials**
12. **Failure to notify the Market Manager of your absence 48 hours before market day will result in a \$10.00 fine.** A second non-compliance of this rule during a calendar year may result in the loss of vending/membership privileges. _____ **Initials**
13. Vendors must remove all garbage including bags, boxes, and refuse from produce. All vendors are responsible for cleaning up their stall area. _____ **Initials**
14. Vendors are required to be in place and ready to operate by 3:45pm. **Late vendors will receive a \$10.00 fine** and are required to check in with the Market Manager unless previous arrangements have been made with the Market Manager. _____ **Initials**
15. Vendors may not loan, give or sublease the stall(s) assigned to them. _____ **Initials**



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- 16. Vendor tables are subject to inspection by Alberta Agriculture and Forestry, AFMA (Alberta Farmers' Market Association) and Alberta Health Services (AHS) without notice. Any vendor found not to be in compliance with Alberta Health Services regulations will be immediately removed from the market and any monies paid will be forfeited. _____ **Initials**
- 17. Public selling begins at 4:00 pm. This excludes sales from vendor to vendor. _____ **Initials.**
- 18. Public selling ends promptly at 8:00 pm. Vendors MAY NOT take down their stall prior to 8:00pm, unless otherwise specified by the Market Manager. **Any vendor seen taking down their stall before 8:00 pm will receive a \$10.00 fine.** _____ **Initials**
- 19. The Outdoor market is an **all-weather market**. Vendors are required to operate in a variety of weather conditions including rain, snow or sunshine. In the event of extreme weather (severe lightening, tornado, etc) the Market Manager may delay setting up of the market, or close the market until the extreme weather threat has passed. _____ **Initials**
- 20. For the Outdoor Market tent weights are MANDATORY. Weights should be no less than 25lbs per tent leg. Failure to have proper weights on your tent, may result in your being asked to take down your tent. This is for your safety as well as the customers. _____ **Initials**
- 21. Vendors using more than the allotted space will be charged for a 2nd stall. Indoor Market space is 6' x 8'; Outdoor Market space is 10' x 10'. _____ **Initials**
- 22. Vendors are expected to behave in an ethical & professional manner at all times. Failure to do so will result in an automatic expulsion and all monies forfeited. Any complaints received concerning unprofessional conduct, including but not limited to the use of profane language, smoking, cleanliness of the vendor or vendors' product will be considered grounds for dismissal from the Market. Insubordination, the consumption of alcohol, drugs or fighting during the market will be grounds for immediate dismissal. _____ **Initials**
- 23. Disputes among vendors and/or customers must be brought to the Market Manager. _____ **Initials**
- 24. Vendors may address complaints concerning the market, its operation, and rules to the Market Manager. If there is an unsatisfactory resolution of the concern(s), please email your concerns, and steps undertaken for resolution, to the Sherwood Park Farmers' Market Board Executive. _____ **Initials**
- 25. Failure to comply with Market Rules & Regulations may result in, and not necessarily in this order: a written warning; forfeiture of monies; and/or a \$40.00 charge. All decisions made by the Sherwood Park Farmers Market Society and its appointed Farmers' Market Manager are final. _____ **Initials**

Note: The Sherwood Park Farmers Market Board & its Market Manager reserve the right to change, interpret and enforce these policies and guidelines as deemed necessary to maintain consistency and individuality of the market for the benefit of all served by the market.

I certify that I have read, understand and agree to comply with all Market Rules and Regulations as specified by the Sherwood Park Farmers' Market Executive as per attached list, and understand failure to abide by the rules may result in a fine or removal from the market.

Signature: _____ Date: _____