



# Sherwood Park Farmers' Market

## Trade Fair Application 201-



Thank you for your interest in being a vendor in the Trade Fair Farmers Market hosted by the Sherwood Park Farmers' Market. The Market will be held Saturday, April 13<sup>th</sup> from 10 am-5pm at Millennium Place (2000 Premier Way, Sherwood Park. Setup starts at 9:00am.

Complete applications, any applicable documentations and monies are to be submitted to the Market Manager **no later than March 8<sup>th</sup>**. Payment to be made via cash or cheque. Debit and credit card options are available in person only – please see the Treasurer. There is a 2.75% processing fee for charge cards only. There is no charge for debit transactions. Please make all cheques payable to "The Sherwood Park Farmers Market".

If you are a food vendor or your company is considered "Organic" please ensure that you enclose ALL appropriate food handling permits and documentation in to be approved for the Trade Fair.

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, we encourage vendors to carry their own liability insurance. If you do not have insurance, the attached waiver form **MUST** be signed and submitted with your application.

The cost is \$40.00 per 10 foot width stall. The duration of the market is from 10 am– 5 pm. There is **NO** vehicle access after 9:45 am. Vendors must remove their vehicles after setup and park in the designated area. Shuttles are available to take Vendors back to the Trade Fair area. There are **no refunds once your application has been accepted** by the Sherwood Park Farmers Market. Payment **MUST** be received no later than Wednesday, March 27<sup>th</sup>.

### Application Checklist:

- Application form – pages 2
- Signed Waiver (page 3) or a copy of your insurance policy
- Initial each of the market rules (pages 4 & 5)
- ALL Food vendors selling consumable products (includes pet products): Food Handling Permit or Farmers Market Home Study Course certificate.
- Certification documents (organic, beekeepers, out of province fruit,AGLC etc)
- Payment of \$40.00 per stall, either cash, cheque or credit card. Cheques are to be made payable to "Sherwood Park Farmers Market".
- Email to: [Sherwoodparkfarmersmarket@gmail.com](mailto: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](mailto:sherwoodparkfarmersmarket@gmail.com)  
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.



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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 \_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

First & Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Website: \_\_\_\_\_

Do you make, bake or grow your own product? Yes \_\_\_\_ No \_\_\_\_

If no please explain why \_\_\_\_\_

**Products:** Please provide a detailed listing.

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Vehicle Make, Model, Length & License \_\_\_\_\_

# of stalls required \_\_\_\_\_ X \$40 = \_\_\_\_\_

Please indicate the number of passes you need for the Trade Fair \_\_\_\_\_



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## Trade Fair Application 201- WAIVER



In consideration of being allowed to use the facilities of the Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market, located at the Sherwood Park Trade Fair at Millennium Place (2000 Premier Way, Sherwood Park, we the undersigned, hereby agree to the following:

To waive any and all claims that we, **Name(s)** (Must include all participating vendors):

**Business (operating) Name:** \_\_\_\_\_

may have against the Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market located at Millennium Place, its directors and officers, employees, agents, representatives and volunteers.

To release from any and all liability for any loss, damage, injury or expense that occurs out of the use of any of the facilities of the Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market, located in Millennium Place, by the above-named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify the Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market, located at Millennium Place, from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs of a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held on the facilities of the Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market, located at Millennium Place.

We, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

**Participant's Name** (please print)

**Witness's Name** (please print)

\_\_\_\_\_  
**Participant's Signature** (on behalf of all participating vendors listed above)

\_\_\_\_\_  
**Witness's Signature**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This signed waiver must be returned with your application form OR proof of Liability Insurance must be included in lieu of waiver.

Do you have separate liability coverage for your business? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please include with this application form.



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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. \_\_\_\_\_ **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 with their application. \_\_\_\_\_ **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. Organic: If your company is considered "Organic" or you are a beekeeper, documentation supporting this must accompany your application. \_\_\_\_\_ **Initials**
8. Vendors must remove all garbage including bags, boxes, and refuse from produce. All vendors are responsible for cleaning up their stall area. \_\_\_\_\_ **Initials**
9. Vendors are required to be in place by 9:00 am and ready to operate by 9:45am. There is NO vehicle access after 9:30 am and only vendors listed on the Market map will be allowed entrance. \_\_\_\_\_ **Initials**
10. Vendors may not loan, give or sublease the stall(s) assigned to them. \_\_\_\_\_ **Initials**
11. 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**
12. Public selling begins at 10:00 am. This excludes sales from vendor to vendor. \_\_\_\_\_ **Initials.**
13. Public selling ends promptly at 5:00 pm. Vendors MAY NOT take down their stall prior to 5:00 pm due to safety issues for other vendors and customers. \_\_\_\_\_ **Initials**
14. Vendors are required to provide all things necessary to sell at the market. All tables and displays must fit within the designated area. Vendors using more than the allotted space will be charged for a 2<sup>nd</sup> stall. \_\_\_\_\_ **Initials**
15. 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**
16. Disputes among vendors and/or customers must be brought to the Market Manager. \_\_\_\_\_ **Initials**



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17. 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**
  
18. Failure to comply with Market Rules & Regulations may result in immediate dismissal from the Trade Fair Market. All decisions made by the Sherwood Park Farmers Market Society and its appointed Farmers' Market Manager are final. \_\_\_\_\_ **Initials**
  
19. Vendors are not allowed to bring pets to the Market and no pets are allowed within any stall at any time at the market. Only service dogs are allowed and proof of certification must accompany the application. Customers are required to keep their pets on a short leash at all times. \_\_\_\_\_ **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: \_\_\_\_\_