



Sherwood Park Farmers' Market 2017 Year Round Vendor Application



Thank you for your interest in becoming a vendor in our year-round Farmers Market.

The Indoor season of the Sherwood Park Farmers Market (SPFM) runs every Wednesday from January 11th - May 10th & from October 11th - Dec. 20th, 4:00 - 8:00 pm. We are located at 401 Festival Place in the Community Center, Sherwood Park.

The Outdoor Season of the Sherwood Park Farmers Market (SPFM) runs every Wednesday from May 17th - October 4th 4:00 - 8:00 pm. We are located at Festival Place - 100 Festival Way, 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, we encourage vendors to carry their own liability insurance. A copy of your insurance or the attached waiver form must be signed and 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 and Market stall allocation will be based on an overall Market plan, which considers market balance and previous location in the Market. 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
- Signed Waiver (page 4) or a copy of your insurance policy
- Food Handling Permit or Farmers Market Home Study Course certificate (food vendors)
- Certification documents (organic, beekeepers, out of province fruit, inflatables)
- Cheque(s) made payable to "The Sherwood Park Farmers Market"
- 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

Company Name: _____

First & Last Name: _____

Address: _____ City: _____

Postal Code: _____ E-mail: _____

Phone #: _____ Website: _____ Twitter: _____

Facebook: _____ Is power required? Yes No
(ONLY available during Indoor Market)

Do you make, bake or grow your own product? Yes No
If no please explain why _____

Products: Please provide a detailed listing.

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

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

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 removal from the market.

Signature: _____ Date: _____



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2017 Fee Schedule Options

Payment must be submitted with application. Payment will be returned in event that your application is NOT approved. Refunds for full season vendors will ONLY be given to those who give 2 weeks' notice in writing (email or text). A \$50.00 refund fee will be taken for each refund processed

2017 Annual Membership Fee

\$10.00 per year \$10.00

Full Season 50 weeks – Only available until February 1st

Payments can be made in installments

\$270 due immediately along with 2 post-dated cheques

1st Cheque of \$270 due May 1st, 2nd Cheque of \$260 due Sept. 1

\$800 x _____ # of Stalls _____ = \$ _____

Winter Season Please circle all dated requested

January 11, 18, 25 **February** 1, 8, 15, 22 **March** 1, 8, 15, 22, 29

April 5, 12, 19, 26 **May** 3, 10

\$20 x _____ # of Stalls x _____ # of weeks _____ = \$ _____

Outdoor season Please circle all dates requested

May 17, 24, 31 **June** 7, 14, 21, 28 **July** 5, 12, 19, 26

August 2, 9, **16, **23, 30 **September** 6, 13, 20, 27 **October** 4

\$25 x _____ # of Stalls x _____ # of weeks _____ = \$ _____

**These two dates the market will be at the Broadmoor Lake Plaza

Fall Season Please circle all dates requested

October 11, 18, 25 **November** 1, 8, 15, 22, 29 **December** 6, 13, 20

\$25 x _____ # of Stalls x _____ # of weeks _____ = \$ _____

TOTAL OWING

\$ _____

Full season vendors to submit initial payment and post-dated cheques with application
Seasonal vendors to submit cheque for total owing with application



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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 401 Festival Place in the Community Center & 100 Festival Way, 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 Festival Place-100 Festival Way, 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 at 401 Festival Place in the Community Center & 100 Festival Way, 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 401 Festival Place in the Community Center, 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 401 Festival Place in the Community Center & 100 Festival Way, throughout the 2017 season.

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:



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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.
2. 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.
3. All Food Vendors: A copy of your food safety course certificate, or food handling permit is required.
4. Organic: If your company is considered "Organic" or you are a beekeeper, documentation supporting this must accompany your application.
5. 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.
6. Food vendors are responsible for knowing & complying with all applicable health regulations.
7. Please note that changes to Strathcona County regulations, street construction, building renovations or Market plan may alter Market locations.
8. Failure to notify the Market Manager of your absence 24 hours before market day may result in a \$40.00 fine. A second non-compliance of this rule during a calendar year may result in the loss of vending/membership privileges.
9. 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 will be immediately removed from the market and any monies paid will be forfeited. All prepared food items must be labeled as identified in health regulations.
10. Vendors providing samples must supply garbage containers in a location easily visible and accessible to customers.
11. Vendors must remove all garbage including bags, boxes, and refuse from produce. All vendors are responsible for cleaning up their stall area.
12. Vendors may not loan, give or sublease the stall(s) assigned to them.
13. Vendors are required to be in place and ready to operate by 3:45pm. Late vendors are required to check in with the Market Manager unless previous arrangements have been made with the Market Manager.



in the Community Centre

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14. Public selling begins at 4:00 pm. This excludes sales from vendor to vendor.
15. Public selling ends promptly at 8:00 pm. Vendors are not to take down their stall prior to 8:00 pm, unless otherwise specified by the Market Manager
16. 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.
17. 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.
18. 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'. This will be strictly enforced. Please note that when measuring your vehicle or concession truck that you include the hitch and opening of your back door.
19. 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.
20. Disputes among vendors and/or customers must be brought to the Market Manager.
21. 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.
22. 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.

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.