



# Sherwood Park Farmer's Market

## Canada Day Application 2022



Thank you for your interest in being a vendor in the Canada Day Farmers Market hosted by the Sherwood Park Farmers' Market. Complete applications, including ALL applicable documentation and fees, are to be submitted to the Market Manager no later than **Monday, June 27, 2022**

**Please Note:** Vendors will not be approved for the Canada Day Market until fully completed applications, certification documents, and payment have been received. There are no refunds once your application has been accepted by the Sherwood Park Farmers Market.

Preference for the Canada Day market will be given to current Sherwood Park Farmers Market vendors.

Please be aware that there may be duplicate vendors at the Canada Day market. The Vendor Selection Committee will determine the market mix for Canada Day.

SPFM Board reserves the right to limit market size and to reject applications with or without reason. Decisions of the Sherwood Park Farmer's Market Executive/Vendor Committee are final.

The cost is \$70.00 per 10 foot length x 10' wide stall. The duration of the market is from 10 am – 5 pm. Please do not arrive before 8:30 AM, and there is NO vehicle access after 9:30 am. You must be fully setup by 9:45 am. Your stall is to include only one registered vehicle parked behind your stall. No other vehicles are permitted to be on site.

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.

Strathcona County regulations state that it is **MANDATORY** to use compostable containers/bags for any product given to a customer that will be consumed at the event (including samples). County employees will be on hand to ensure that vendors are adhering to these regulations.

**All Food Vendors:** You are allowed to serve hot samples of your product, provided you meet the AHS Farmers Market guidelines. You must contact the local Alberta Health Services in Sherwood Park to get approval.

**Please note that if you wish to SERVE HOT FOOD, you must fill in a CONCESSION APPLICATION FORM.**

**PLEASE NOTE: All applications must be signed, dated, rules and regulated initialed, and certification and/or insurance forms included, in order for your application to be considered complete.**

**Application Checklist:** Deadline by Monday, June 27, 2022

- Application form – (Pages 1-7 with checklist marked off as it pertains to your application)
- Signed Waiver (Page 3) or a copy of your current insurance policy naming SPFM as insured
- Initial each of the market rules (Pages 4 -7)
- A sample of your food label (see Rule #7 for labelling requirements)
- Mandatory vehicle information completed (one vehicle per stall), **INCLUDING YOUR LICENSE PLATE NO AND VEHICLE MAKE & MODEL** – Strathcona County requires this for entry into Market
- ALL vendors selling CONSUMABLE products (food, pet food, cosmetics, etc.): CURRENT Food Handling Permit or Farmers Market Home Study Course certificate must be submitted with this application.
- Certification documents (organic, beekeepers, out of province fruit, inflatables, AGLC etc.)
- Payment of \$70.00 per stall, either email transfer or cheque. Cheques are to be made payable to "Sherwood Park Farmer's Market". Email transfers can be sent to [sherwoodparkfarmersmarket@gmail.com](mailto:sherwoodparkfarmersmarket@gmail.com).

Email to: [sherwoodparkfarmersmarket@gmail.com](mailto:sherwoodparkfarmersmarket@gmail.com) or if email is not available, please mail to: Sherwood Park Farmers Market, PO Box 57062, Sherwood Park, AB T8A 0Y0



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**Please Print**

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

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

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

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

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

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ Website: \_\_\_\_\_

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

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

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

Number of 10 x 10 stalls required \_\_\_\_\_ X \$70 = \_\_\_\_\_

VEHICLE MAKE & MODEL \_\_\_\_\_

VEHICLE LICENSE # & LENGTH \_\_\_\_\_

Only 1 registered vehicle per vendor will be allowed to enter the Canada Day Market and you MUST park your vehicle behind your stall. Staff will be on hand to assist. Please be patient as this process takes time.

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

Products: Please provide a detailed listing of all products you wish to sell. Only those listed will be allowed at your table on Canada Day. (Use another sheet if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food vendors are required to have completed a current Farmers Market Home Study Course or a Food Safety Course in order to comply with Section 31 of the Food Regulation. **A copy of this certificate or AHS Kitchen Permit MUST be submitted with your application.**

Description of ALL Equipment used in stall (i.e. coolers, generator):  
\_\_\_\_\_

Do you need a trailer with your market booth? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide the dimensions of your trailer Width \_\_\_\_\_ Length \_\_\_\_\_

Do you own a tent? \_\_\_\_\_ Are your tents weights a minimum of 25 lbs per tent leg? \_\_\_\_\_



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## WAIVER (WITH WITNESS SIGNATURE)

This signed waiver **must** be completed fully (along with witness signature) and returned with your application form **OR submit a current copy of Liability Insurance** naming **Sherwood Park Farmer's Market** as an **additional insured on your policy in lieu of this waiver**.

In consideration of being allowed to use the facilities of the Sherwood Park Farmer's Market Society and the Sherwood Park Farmers' Market, located in the Festival Place parking lot at 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 Farmer's Market Society and the Sherwood Park Farmer's Market located in the Festival Place parking lot, 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 Farmer's Market, located in the Festival Place parking lot, by the above-named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify the Sherwood Park Farmer's Market Society and the Sherwood Park Farmer's Market, located in Festival Place parking lot, 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 Farmer's Market Society and the Sherwood Park Farmer's Market, located in Festival Place parking lot.

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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**You must initial EACH LINE for acceptance and understanding and submit with your signed application.**  
**IMPORTANT: Rules and Regulations are STRICTLY ENFORCED.**

1. Vendors are accepted based on the items approved as listed on the application form, and as such may only sell, sample or display approved items. Any changes or additions to product lines must be given to the Market Manager by filling out the "Request to Add Products" Form for approval by the vendor committee. I will not attempt to sell at SPFM any item for which I have not received prior approval. \_\_\_\_\_Initials
2. All products sold at Sherwood Park Farmers Market must be homemade (handcrafted), locally grown, locally raised or home baked as per Alberta Agriculture requirements. The vendor must own property in Alberta in order to be compliant with Alberta Agriculture's rules pertaining to the operation of Farmers Markets in Alberta. Market cannot be more than 20% wholesale, resale or commercial retail or franchise business (including B. C. Fruit). \_\_\_\_\_Initials
3. Vendors are required to be in place and ready to operate by 9:45 am on Canada Day. There is no access to the market after 9:30 am as the roads will be blocked off and you will have to park elsewhere. Only 1 vehicle per vendor is allowed into the market. You must park your vehicle and leave it in your stall. There is no other parking available. \_\_\_\_\_Initials
4. All Food Vendors are responsible for knowing & complying with all regulations set forth by Alberta Agriculture, Alberta Health Services and the SPFM regulations contained in this application. \_\_\_\_\_Initials
5. All vendors selling consumable products (includes pet food products) MUST provide a CURRENT copy of their AHS Food Sanitation & Hygiene Certification, Kitchen Permit and/or Home Study Course Certification and will display their certificate in their stall; visible to customers at ALL times while vending at the Sherwood Park Farmer's Market. \_\_\_\_\_Initials
6. Labeling Requirements - All food products MUST be labeled in compliance with CFIA standards. Nutrition Facts tables are not required at this time. For further information visit:  
[www.inspection.gc.ca/english/fssa/labeti/guide/ch2e.shtml](http://www.inspection.gc.ca/english/fssa/labeti/guide/ch2e.shtml)

**Labels MUST include:**

- Common name of product
- Net quantity (in metric)
- Name, address and phone number (phone number required by AHS) of person making product
- List of ingredients in descending order of proportion by weight,
- Durable shelf life date (made on and Best Before date) if product has a shelf life of 90 days or less
- Storage instructions and storage temperature if differs from room temperature
- Allergy alerts on a separate line as per CFIA regulations

Label print size MUST be no smaller than 1.6 mm anywhere on the product. \_\_\_\_\_Initials

7. 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. Dairy products such as whipping cream, cream or custard pies are not allowed unless accompanied by appropriate documentation from Alberta Health Services, which must be displayed each week. \_\_\_\_\_Initials
8. I understand that Strathcona County regulations state that it is **MANDATORY** to use **compostable containers/bags** for any product given to a customer that will be consumed at the event (including samples). Strathcona County employees will be on hand to ensure that vendors are adhering to these regulations. \_\_\_\_\_Initials



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9. All products sold at market must conform to Public Health Regulations and Standards of Cleanliness. Vendors who sell textiles (clothing, quilts, blankets, etc.) are required to label products for content (over 5%) and where they were made. \_\_\_\_\_ Initials
10. All Food Vendors: Serving samples of your product is encouraged, provided you meet the AHS Farmers Market guidelines. **ALL SAMPLES** must be pre-portioned off site and placed in enclosed containers. All samples must be held at appropriate temperatures and disposed of (according to Alberta Health Services regulations). Vendors providing samples must supply garbage containers in a location easily visible and accessible to customers. \_\_\_\_\_ Initials
11. 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
12. Cosmetic Regulations and the Food and Drugs Act require that cosmetics sold in Canada be manufactured, prepared, preserved, packed and stored under sanitary conditions. The manufacturer and importer must notify Health Canada that it is selling the product and provide a list of the product's ingredients." Section 2 of the Food and Drugs Act define a "cosmetic" as: "Any substance or mixture of substances manufactured, sold or represented for use in cleansing, improving or altering the complexion, skin, hair or teeth, and includes deodorants and perfumes. Any cosmetic businesses, selling soaps, lotions etc. are required to notify Health Canada about any products that they are selling by filling out the Cosmetic Notification Form. \_\_\_\_\_ Initial
13. 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. \_\_\_\_\_ Initial
14. Home-Canned Foods: No vendor shall offer for sale home-canned foods other than jams, jellies and pickles. Pickled products are those processed with salt, sugar and/or vinegar and include cucumbers, green peppers, beets, carrots, mushrooms, eggs, green tomatoes and onions. Jams and jellies are defined as 65% solids (fruits plus 55% sugar). \_\_\_\_\_ Initials
15. Perishable Foods: No vendor shall offer for sale perishable foods unless held at a temperature below 4°C or above 60°C. Examples of perishable foods include: meats, milk, sauces, spreads, salsa, cheese, perogies, cabbage rolls, poultry, eggs etc. Also included are baked goods such as sausage rolls, ethnic foods with meat, cheesecake and cream, pumpkin or meringue pies. \_\_\_\_\_ Initials
16. **Organic:** If your company is considered "Organic" or you are a beekeeper, documentation supporting this must accompany your application. \_\_\_\_\_ Initials
17. 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
18. Please note that changes to Strathcona County regulations, street construction, building renovations or Market plan may alter Market locations. \_\_\_\_\_ Initials
19. All eggs must be refrigerated as per Alberta Health regulations. Whole raw shell eggs must be clean and free of cracks. \_\_\_\_\_ Initials



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20. Vendors must remove all garbage including bags, boxes, and refuse from produce. All vendors are responsible for cleaning up their stall area. All concessions are required to supply a garbage can within the confines of their stall; no exceptions. \_\_\_\_\_Initials
21. Power is NOT available at the Canada Day Market. If a vendor decides to use a generator, they must have an inverter to minimize generator noise (as it is disruptive to other vendors and market patrons). For the safety of vendors and customers, vendors using generators must safely secure any extension cords as they pose a tripping hazard. \_\_\_\_\_Initials
22. Vendors may not loan, give or sublease the stall(s) assigned to them. Stalls are not permitted to be shared. The Farmer's Market Manager and Farmer's Market Committee, at their discretion, reserve the right to change vendor stall locations within the market at any time. \_\_\_\_\_Initials
23. 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
24. Public selling ends promptly at 5:00 pm. Vendors MAY NOT take down their stall or starting pack-up prior to 5:00pm, unless otherwise specified by the Market Manager. All vendors must remain until close of business at 5pm. \_\_\_\_\_Initials
25. All vendors must have vacated the market by 6 pm as per Strathcona County's requirement. No selling after 5 pm is permitted. \_\_\_\_\_Initials
26. The Canada Day Market is an all-weather market (RAIN, SNOW or SHINE). Vendors are required to operate in a variety of weather conditions. In the event of extreme weather (severe lightning, tornado, etc.) the Market Manager may delay setting up of the market, or close the market until the extreme weather threat has passed. \_\_\_\_\_Initials
27. For the Canada Day Market tent weights are **MANDATORY**. Weights MUST be a minimum of 25 lbs per tent leg. Failure to have proper weights on your tent will result in your being asked to take down your tent at the Market Manager's request. This is for your safety as well as the customers and other vendors. \_\_\_\_\_Initials
28. All vendors must supply their own tables and chairs complete with table coverings. The entire display including signage MUST be contained within the 10 X 10 foot stall. Vendors using more than the allotted space will be charged for a 2<sup>nd</sup> stall. Each Canada Day Market stall space is 10' x 10'. \_\_\_\_\_Initials
29. From time to time pictures may be taken during market hours for use of advertising, marketing, etc. 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. \_\_\_\_\_Initials
30. Farmers' Market Food Safety Pamphlet: Alberta Health Services provides food safety pamphlets for farmers' markets which include information on how to properly display, package, label, sample and handle food safely. This information is subject to regular changes and additions, it is the vendor's responsibility to keep up to date with the current guidelines relevant to their product. You can find the current Food Safety Pamphlet online at: <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-farmers-market-information-package.pdf> \_\_\_\_\_Initials



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- 31. 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
- 32. Disputes among vendors and/or customers must be brought to the Market Manager's attention immediately. \_\_\_\_\_Initials
- 33. 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
- 34. Failure to comply with Market Rules & Regulations may result in, and not necessarily in this order: a verbal warning, a final written warning and forfeiture of all monies paid. All decisions made by the Sherwood Park Farmer's Market Society and its appointed Farmer's Market Manager are final. \_\_\_\_\_Initials

The Sherwood Park Farmer's 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. Failure to comply with the Market Manager and/or the SPFM Board requests in accordance with the regulations are grounds for immediate dismissal. No warnings are required nor are any refunds given.

I certify that I have read, understand and agree to comply with all Market Rules and Regulations as specified by the Sherwood Park Farmer's Market, Alberta Health Services and the Canadian Food Inspection Agency. I understand that failure to abide by the rules may result in a fine or removal from the market and that the decisions of the Sherwood Park Farmers Market Board are final and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, or concerns, please contact the Farmers Market Manager at:  
Phone: 780-464-3354, or Email [sherwoodparkfarmersmarket@gmail.com](mailto:sherwoodparkfarmersmarket@gmail.com)