

# Strathmore Farmers' Market Summer Application 2010

**Date:** Fridays beginning June 11 through September 24, 2010 Excluding July 30  
(see page 3 for details)

**Time:** 3:00 to 6:30 PM

**Set up time is between 1:15 PM and 2:45 PM**

**No selling before 3:00 PM**

**You must be on site, and set up by 2:45PM** or you may be asked to leave and not set up that day if you arrive after that time. Lateness will not be tolerated.

**NO PACKING UP** your space before 6:30 PM. **No exceptions.**

If you are sold out, you may leave, providing you leave a sign on your booth (still set up) saying you have "sold out" and have notified the market manager of your intentions.

**Location: Strathmore & District Ag Society's Exhibition Grounds**

Space Fee: \$20.00 (includes GST) for every 6' (or 10' outside) width of space per week.

**Save \$90 by paying for the whole season in advance.**

**\$150 for entire season, payable in full in advance.**

Indoor spaces are 8' wide by 6' deep. A table and two chairs will be provided. Bring your own linens, etc.

Outdoor spaces are 10' wide by 10' deep. Please supply your own tent, table, chairs, extension cords, etc., and be prepared for any weather.

**Payment must be enclosed with this application.** Post dated cheques should be dated no later than May 1, 2010. This official farmers' market runs rain or shine.

**Food vendors** must follow all health regulations. Please call the local health inspector, (403) 934-3454, to ensure you are following all the rules.

Name:

Company Name:

Mailing Address:

(CITY / TOWN) (POSTAL CODE)

Phone: Cell:

Fax:

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Website address:

Email:

Number of spaces required? \_\_\_\_\_ Do you require power?

Location: INDOOR \_\_\_\_\_ OUTDOOR \_\_\_\_\_

LIST ALL ITEMS TO BE SOLD:

Product can be categorized as: PRODUCE/GARDEN FOOD CRAFT

OTHER If other, please explain:

Do you make, bake or grow this product yourself? YES \_\_\_ NO \_\_\_

Please explain where and how it is made with what help.

Will you be selling the product yourself? YES \_\_\_ NO \_\_\_

If not, who will represent you?

Where else is your product available? List all other markets, retail, consignment,

wholesale, etc.:

Please CIRCLE those dates that you are applying to attend in the 2009 market season. Please send payment for all dates with application. **All dates or**  
**June 11 June 18 June 25 July 02**  
**July 09 July 16 July 23 August 6**  
**August 13 August 20 August 27 September 03**  
**September 10 September 17 September 24**

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**\*July 30, 2010 our facility will be used for its primary purpose which is to host the Strathmore Rodeo.**

**Regulations & Rules: Please carefully read through the following Regulations & Rules for the Strathmore Farmers' Market. Please make a copy for your records. On the last page, please sign and date. Your signature indicates that you have read the rules and regulations of the Strathmore Farmers Market and that you will be in compliance with said rules and regulations.**

#### Regulations

Regulations set out by the Alberta Food and Rural Development stress that at least 80% of the Market must fall within the mandate of handmade/home produced. The exceptions are made for BC fruit and as a small number of Vendors who we consider to have semi -commercial products that draw customers into our Market place. Other than BC fruit, we do not accept out of province Vendors.

Approval of vendor ship is probationary and dependent on a variety of factors such as:

- 1) Availability of space in the Market Place
  - 2) Quality and uniqueness product
  - 3) Product mix
  - 4) Where the vendor resides
  - 5) The conduct of the Vendor and presentation of product in the Market Place
  - 6) Adequate representation of a specific product
- The board of the market does not guarantee that all vendors will be accepted or approved.
  - Preference for Vendor ship will be given to Vendors whose products are homemade, home baked or homegrown and vendors whose conduct, presentation of display, colour and product add allure to the market.
  - All products offered for sale must be listed on the application form and are subject to approval. Vendors maybe limited to selling only certain products. New products introduced during the season must be pre-approved by the Market Committee.
  - The sale of food products is strictly controlled by the local Health Authority and all products marketed at the Strathmore Farmers Market must comply with the specified standards of the authority. Food products are the subject of random testing by the Health Officials throughout the season. Information on Health Rules and Regulations are available from the Strathmore and District Health services Authority at 403-934-4310.
  - Lists of ingredients must be available upon request by the Market Manager or by customers. We strongly recommend accurate labeling of all food products. Previously frozen products must be labeled with the original date of freezing.
  - NO RAW MILK PRODUCTS MAY BE SOLD**
  - The sale of meat is strictly controlled.
  - Products that are sold by weight must be weighed on a scale that federal authorities have inspected and approved and the scale must be labeled "legal for trade".
- No vendors shall sell food products that run in direct competition with the existing concessions. All baked goods are to be sold wrapped or packaged and are not intended for consumption at the market. Concession services are the responsibility of and under the control of the Strathmore Farmers Market.

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Full product guarantees should be offered by vendors and we encourage vendors to label their products for identification by customers.

Vendors name should be displayed on their table, with their business cards available. It is not necessary nor recommended the Vendors display their home address.

Resale of products is not allowed. It is unacceptable to purchase products from other sources and resell unaltered in the Market place. The Market Board has the right to revoke this condition should a Vendor who requests to supply a product that is not presently in the Market at the time of application and should it be indicated by the Board that this particular product will draw customers to the Market place (ie. BC Fruit or Taber Corn).

Not-for-Profit organizations from Strathmore and surrounding area may be granted space in the Market, free of charge, throughout the market season. Non -profit groups may apply for a maximum of 2 free markets per season. Products sold by these groups or organizations are subject to approval by the Market Manager. Such groups must make application and are subject to approval, availability of space and rules of the Market Place. Food products sold by these groups must be in accordance with the regulations set by the Calgary Health Region.

New applications and payment must be received by 4:00 PM Wednesday to be considered for space that week.

## **No Pets Allowed No Smoking Allowed**

### **Rules**

All vendors are expected to arrive before 2:00 PM on Market Days and must have their products unloaded and their vehicle out of the market place by 2:30 PM. Displays and booths must be open to customers by Market opening at 3:00 PM.

No Vendors shall pack up their products and displays before 6:00 PM (unless instructed by the Market manager) and no vehicles will be allowed in to the area before 6:00 PM. Please be patient and cooperative with regard to loading and unloading of the Marketplace.

Stalls not occupied by Market Opening (3:00 PM.) may be reassigned to other pre -approved Vendors.

Repeated late arrival is unacceptable and will not be tolerated. Refunds of fees are not given for cancellation of pre-booked dates or for any other reason.

Vendors who are not able to attend that week's market must give the Market manager 24 hours notice in order to assign table space to potential vendors that week.

Table displays and signs are subject to approval by the Manager. Stall spaces are approximately 10' wide and 6' deep depending on location of space. Stall space in the Quonset may be slightly smaller. Placement in the Marketplace is at the discretion of the Manager.

Vendors must supply table covering and skirting. We encourage Vendors to create an appealing display that is in keeping with the spirit of the Market.

Customer and Vendor safety in the Marketplace is imperative. Displays should be planned with safety in mind. Vendors are responsible for the stability of display elements. No candles, incense or open flames of any type are permitted in the Marketplace. All Vendors are encouraged to carry personal liability insurance with the respects to their products and displays at the STRATHMORE FARMERS MARKET.

Disputes among Vendors will not be tolerated in the Marketplace. The Market Manager and Board Members in attendance at the Market will resolve the dispute with final authority. Incident report form may be filed with the Market Manager or with the Market Liaison Representative for any serious action in the Marketplace. These reports will be reviewed at a later date by the Market Committee and dealt with at their discretion.

Download our applications and maps online at [www.strathmorefarmersmarket.ca](http://www.strathmorefarmersmarket.ca)! Voicemail line: (403) 901-0477

Vendor's children in the marketplace must be closely supervised. It is unacceptable for them to bother other vendors while they are conducting business. Children should be schooled in manners and accepted practices of vendor ship and encouraged not to take samples or handle other vendors products.

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Plagiarism is not acceptable. Vendors may not copy or reproduce the designs or products of other Vendors in our Marketplace. Vendor ethics are extremely important at the STRATH MORE FARMERS MARKET. It is not acceptable to enter another Vendor's space unless invited to do so.

Vendors must be conscious of personal hygiene in the Market place. A neat, tidy appearance, clean clothes, hair, etc. are imperative. Vendors must wash their hands frequently during the Market and ensure that their breath is fresh. Appearance and friendliness of each individual is a reflection on the entire Marketplace.

Price Fixing in the Marketplace is against the law. Sharp pricing and product dumping practices are not allowed. Changing prices during the Market is not encouraged.

The facility is under the control of the Market Manager. The facility is to be left in "as found condition or better" at the end of each Market. Vendors are responsible for picking up all trash in front, under and around their table space. All display materials such as boxes, personal garbage, etc. must be taken home with the Vendor. Failure to leave the facility clean may result in the Vendor ship being revoked.

The Market Manager is the Vendor's advocate in the Marketplace. Vendors are encouraged to bring concerns and problems directly to the Manager. The Manager has full control of operations and conduct of the Marketplace and has the right to expel any person for just cause. If an individual(s) is requested to leave the Marketplace but refuses, the local police authority will be contacted to remove the said individual(s). Significant incidents will be recorded in writing and all parties involved are required to sign the statement. These statements will be available to the Market Committee for review. The Market Committee, consisting of members of the Board, Vendor's Representatives and members of the community, is in place to offer direction to the Manager and Vendors. Vendors are encouraged to seek out the Vendor Representatives for information and advice. The right to appeal management decisions is available to all Vendors. Appeals or complaints must be received in writing by the Market Committee within 14 days of decision or incident and will be considered or addressed within the 14 days in which it has been received.

All concerns and correspondence for the Strathmore Farmers Market of the Market Committee should be addressed to c/o Strathmore Farmers Market, P.O. Box 2457, Strathmore, AB T1P – 1K3 Voice mail Number: (403) 901-0477

**All VENDORS AND APPLICANTS MUST ABIDE BY THESE RULES AND REGULATIONS.**

Strathmore Farmers Market reserves the right to deny any vendor space and may require vendors to leave the Market in the event the said vendor fails or refuses to abide by the rules and regulations of the Strathmore Farmers Market.

**No Vendors shall pack up before 6:30 PM.**

Any infraction to the Market rules and regulations by the vendor shall result in a written warning from the Market Manager. Any vendor that has received a 2<sup>nd</sup> notice will be dismissed from the market

By my signature, **I declare** the above information on this form to be complete and accurate and I agree to pay the rates set out and abide by the rules and regulations. I fully understand that not all applications are granted space in the Strathmore Farmers' Market and that it is the right and responsibility of the Strathmore Farmers' Market board members and manager to decide the allocation of space.

Signature of Applicant(s)

Date: