



# Edmonton Downtown Farmers' Market Association

## Vendor Application Form – 2010

*Handmade, Homegrown, and Homemade*  
*City Market Downtown on 104<sup>th</sup>*  
Box# 1214 Main Post Office Edmonton, AB T5J 2M4 (780) 429-5713  
Administrative Manager: Stephanie Szakacs  
[info@city-market.ca](mailto:info@city-market.ca)  
[www.city-market.ca](http://www.city-market.ca)

Vendor Business Name: \_\_\_\_\_

Personal Name: \_\_\_\_\_

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

City: \_\_\_\_\_ PC: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Bus Ph: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please circle ALL market dates for which you are applying to attend during the 2010 season:

**May** 15, 22, 29

**Aug** 7, 14, 21, 28

**June** 5, 12, 19, 26

**Sept** 4, 11, 18, 25

**July** 3, 10, 17, 24, 31

**Oct** 2, 9

Primary Product: \_\_\_\_\_

Description:

### Stall Requirements

Will you be using a generator at the City Market? Yes \_\_\_ No \_\_\_ (please note that noisy generators will be subject to relocation at the Site Managers discretion)

Do you need a trailer with your market booth? Yes \_\_\_ No \_\_\_. If so please give us the dimensions Width \_\_\_\_\_ and length \_\_\_\_\_ of your trailer.

**Fees:**

Seasonal Rate = \$750.00 per stall plus 37.50 GST (\*paid by April 16, 2010)  
Seasonal Rate Corner stall (if available) \$850.00 plus GST 42.50 (\*paid by April 16, 2010)  
Casual Rate = \$50.00 per stall plus GST 2.50 per date (\*full payment must be submitted with application)

**Payment Owning:**

Number of stalls requested \_\_\_\_ X Number of dates requested \_\_\_\_ X 52.50 = \$ \_\_\_\_\_

OR Seasonal fee regular stall: \$787.50 or corner stall: \$892.50 = \$ \_\_\_\_\_

Annual Membership Fee: \$10.00 (required by all City Market vendors) + \$10.00

TOTAL \$ \_\_\_\_\_

\*Payment must be submitted with application. Applications submitted without payment will not be considered. Payment accepted by cheque or money order ONLY, NO CASH. Payment will be returned in event of unapproved application.

**For Office Use Only:**

Received by:

Date:

Payment method:

Amount:

Receipt #:

Acceptance based upon the following:

- Copy of insurance or signed waiver
- Capital Health Food handling course completion certificate
- Other verification of products
- On site visit by QA committee and Capital Health
- Recommended to EDFMA Board
- Approved by EDFMA Board
- Waiting list
- Rejected

For Meat vendors: are you a primary or a secondary producer of your product?

For Seafood vendors: What is your role in bringing your product to market?

For BC Fruit vendors: Will you be in compliance with the CFIA requirements?

I certify that **I PERSONALLY**, make, bake, grow or raise all products offered: Yes No

Is your product sold wholesale or available at a retail or commercial outlet?

Use this space to reply to the questions above

I hereby certify that the information I have provided in this application is accurate and complete, and that I have read and agree to comply with the Rules and Regulations as listed on page 4 and 5 of this application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# WAIVER

In consideration of being allowed to use the facilities of the Edmonton Downtown Farmers' Market Association (EDFMA) and the City Market Downtown on 104<sup>th</sup> Street, as operated by the EDFMA, 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 EDFMA, its Board of Directors and the City Market Downtown on 104<sup>th</sup> Street, 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 Edmonton Downtown Farmers' Market Association and the City Market Downtown on 104<sup>th</sup>, by the above named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify the EDFMA, its Board and the City Market Downtown on 104<sup>th</sup> Street, 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 EDFMA and the City Market Downtown on 104<sup>th</sup> Street, located on 104 Street between Jasper Avenue and 103 Avenue throughout the 2009 season.

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

<b>Participant's Name</b> (please print)	<b>Witness's Name</b> (please print)
<b>Participant's Signature</b> (on behalf of all participating vendors listed above)	<b>Witness's Signature</b>
<b>Date:</b>	<b>Date:</b>

The signed Waiver must be returned with the application form, or proof of Liability Insurance **must** be sent in lieu of Waiver.

# Edmonton Downtown Farmers' Market Association

## Vendor Rules and Regulations

**Notice to Vendors:** You must initial each box for acceptance and understanding, and submit with your signed application. The following Rules and Regulations for the EDFMA Farmers' Market operations will be **STRICTLY ENFORCED**.

1. All products sold at the City Market Downtown on 104th must be homemade (handcrafted), or be home grown, (own property) in Alberta by the vendor, as per the Alberta Agriculture requirements. **No wholesale or resale or commercial retail or franchise business is permitted.** The only exception to this stipulation will be B.C. Fruit and seafood on a required basis not to exceed 20% of the market compliment.
2. All products sold at the EDFMA Farmers' Market must conform to Public Health Regulations and Standards of Cleanliness.
3. All products and vendors must comply with all regulations of Alberta Agriculture, Capital Health and the EDFMA Farmer's Market Vendor Committee.
4. All prepared foods must be wrapped or covered. Dairy products such as whipping cream, cream or custard pies are not allowed unless accompanied by appropriate documentation from the Board of Health, which must be displayed each week.
5. All samples must be covered and have toothpicks in them or be served by the vendor; uncovered samples will be removed. Vendors providing samples must supply sneeze guards and garbage containers in a location easily visible and accessible to customers.
6. Vendors **MAY NOT** loan, give or sublease the stall(s) assigned to them.
7. The EDFMA Farmers' Market is a **RAIN, SNOW OR SHINE** market. All vendors are required to set up between 7:00 AM and 8:30 AM **ALL VENDORS MUST REMAIN UNTIL CLOSING TIME** at 3 PM.
8. Vendors should be neat and clean in appearance, and must conduct themselves in a professional manner at all times. Any **complaints** received concerning unprofessional conduct, including the use of profane language, smoking, cleanliness of the vendor or vendors' product, etc., may be considered grounds for dismissal from the market. Insubordination, the consumption of alcohol or drugs, and fighting during the market will be cause for immediate dismissal. No warnings are required nor are refunds given.
9. All NSF cheques are subject to a processing fee of \$40 and no future cheques will be accepted unless certified.

10. Vendors may sell, sample or display only permitted items as approved in their EDFMA application for the current season. EDFMA reserves the right to request the immediate **removal** of all products not approved for sale at the EDFMA. Any proposed additions or changes to approved items require an additional written application, and the approval of the EDFMA Vendor Committee. I will not attempt to sell, at City Market, any item for which I have not received prior approval.

11. All vendors must supply their own tables, complete with covering, up to 8 feet per stall. The entire display including signage must be contained within the 10 X10 stall.

12. Vendors must leave their stall area clean and remove all garbage from their stalls. Failure to do so will result in a fine. Garbage cans provided at the market are for the use of **CUSTOMERS ONLY**.

13. All vendors' vehicles must be turned off during unloading/loading. Once unloaded vendors must park their vehicle off site and then set up. Vendor vehicles not forming part of the market display must be parked off-site. **NO EXCEPTIONS** unless cleared in advance with the Site Manager.

14. All vendors must be members of the EDFMA Market Association and have paid their annual Membership Fee. All stall fees must be paid in advance of set-up.

15. **Stall assignment is at the sole discretion of the Administrative Manager and the Vendor Committee.** Every attempt will be made to assign returning vendors to an area as close as possible to their stall in previous years. However, stall assignments will be decided based on market mix as well as other factors including, but not limited to, customer traffic, construction, special events etc.

The EDFMA reserves the right to limit items offered for sale, and to inspect the premises of operation to verify compliance with the market regulations. You will be advised which items are approved and are not approved to sell at the market.

I am eligible, have read, understood and agree with the information provided herein as well as in the Vendor Handbook and will comply with all market rules, regulations and guidelines as specified by the EDFMA. I understand that the decisions of City Market Board of Directors are final and binding.

**Name (please print):** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Important Note:** If your application is not signed, dated and the rules and regulations are not initialed, or payment is not enclosed, your application will be considered incomplete and will not be submitted for approval.