



Edmonton Downtown Farmers' Market Association
P.O. Box 1214, Main Post Office, Edmonton AB T5J 2M4
780.429.5713
email: admin.edfma@gmail.com

Vendor Application Form –
City Market Downtown at City Hall
October 15, 2011 to May 12, 2012

Edmonton Downtown Farmers' Market Association
Vendor Rules and Regulations

Notice to Vendors: You must initial each line 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**. Please retain a copy of this application for future reference.

IT TAKES 8-10 DAYS TO PROCESS THIS APPLICATION FROM WHEN IT IS RECEIVED.

1. All products sold at the City Market Downtown on 104th must be homemade (handcrafted), or home grown, or home baked, or as per the 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, we do not allow a market compliment of more than 20% wholesale or resale or commercial retail or franchise business.** The only exception to this stipulation will be B.C. Fruit and seafood on as a required basis. ____ **initials**
2. All products sold at the EDFMA Farmers' 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**
3. All products and vendors must comply with all regulations of Alberta Agriculture, Alberta Health and the EDFMA Farmer's Market Vendor Committee. ____ **initials**
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. All eggs must be refrigerated as per Alberta Health regulations and labelled UNINSPECTED if applicable. ____ **initials**
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. ____ **initials**
6. As a food vendor, if I have completed the Food Safety Course conducted by Alberta Health, I will provide a copy of my Food Safety Certification to the EDFMA and will display my certificate in my stall. I understand that I have until December 31, 2012 to complete this course. ____ **initials**
7. As a food vendor, if I have a Food Handling Permit, I will provide a copy of my permit to EDFMA and will display my permit in my booth. ____ **initials**
8. Vendors **MAY NOT** loan, give or sublease the stall(s) assigned to them. ____ **initials**
9. The EDFMA Farmers' Market is a RAIN, SNOW OR SHINE market. The market runs from 10:00 a.m. until 3:00 p.m. Set up begins at 9:00 a.m. sharp and each Vendor must be ready to operate by no later than 9:45 A.m. ____ **initials**

10. Vendors must cancel any booked space before Thursday at 5 pm prior to the Market day by phoning or e-mailing the Administrative Manager at **admin.edfma@gmail.com**. **All cancellations must be done through the Administrative Manager.** Vendors who call to cancel their booking before 5pm on Thursday may be able to make arrangements to reschedule based on their situation and availability at the discretion of the Administrative Manager. Late calls and no calls will result in the Vendor being charged their stall fee. No-shows will be billed for their space. Any Vendor who is absent two times or more in a season will receive a warning and may not be allowed to return to the Market. Exceptions may be granted for hardship or family emergencies. _____ **initials**
11. Vendors may request additional market dates or a larger stall space by re-applying and submitting payment to the Administrative Manager. _____ **initials**
12. All NSF cheques are subject to a processing fee of \$40 and no future cheques will be accepted unless certified. Vendor will be suspended from market until issue resolved. _____ **initials**
13. Cancellations prior to the start of the season or in mid-season are subject to a \$40 cancellation fee. _____ **initials**
14. 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. The EDFMA reserves the right to inspect the premises of the operation to verify compliance with the market regulations. 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 the City Market Downtown at City Hall, any item for which I have not received prior approval. _____ **initials**
15. 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 8' x 8' stall allotted stall space. _____ **initials**
16. 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**. _____ **initials**
17. 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. _____ **initials**
18. All vendors must be members of the EDFMA and have paid their annual Membership Fee. All stall fees must be paid in advance of set-up. NOTE: All current memberships expire October 31, 2011 and you are required to purchase a new membership November 1, 2011 in order to continue to participate in the City Market Downtown at City Hall. All Vendors will be invoiced. _____ **initials**
19. **Advance stall assignments are at the sole discretion of the Administrative Manager and the Vendor Committee.** Every attempt will be made to create continuity and place vendors in the same spot every week. However, stall assignments will be decided based on market mix as well as other factors including, but not limited to vendor attendance, customer traffic, construction, special events, etc. The Site Manager has absolute authority to make adjustments to the market layout as he/she sees fit. _____ **initials**
20. Unloading and loading will take place on the north side of City Hall and can be accessed from the north bound lane of 100th Street. Please pull in, unload your items then go park your vehicle **BEFORE** setting up your booth. Parking is available in the lower levels of the City Hall parkade which can be accessed from 99th Street. _____ **initials**

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.

You will receive a Vendor Handbook on the first day of the City Market Downtown at City Hall, and it is the expectation of the EDFMA that you will read the handbook in its entirety and will address any questions you may have with the EDFMA Staff or Board.

The Site Manager shall issue warnings, fines or other appropriate discipline measures. If the Vendor disagrees with the Site Manager's decision, they may write to the Administrative Manager following the market detailing their concerns. The Administrative Manager shall consult with the Site Manager and draft a report for the Vendor committee with seven days of receiving the letter. The committee will respond to the complainant in writing within 14 days of receipt of the original letter. If the Vendor is dissatisfied with the committee's decision, they may appeal to the EDFMA Chairperson in writing. The appeal must be accompanied by payment of any outstanding fines or fees. The Chairperson will respond with seven days of receiving the letter. The Chairperson's decision shall be final. If the original penalty is overturned, the fine amounts will be refunded.

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

Name (please print): _____

Date: _____

Signature: _____

Important Note: If your application is not signed, not dated, the rules and regulations are not initialled, or payment is not enclosed, or any applicable blanks are not filled in, your application will be considered **Incomplete** and will be returned to you.

THE FARMERS' MARKET BOARD RESERVES 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.

For Office Use Only:			
Date:	Payment method:	Amount:	Receipt #:
Acceptance based upon the following:			
<input type="checkbox"/> Copy of insurance or signed waiver			
<input type="checkbox"/> Alberta Health Food handling course completion certificate			
<input type="checkbox"/> Other verification of products			
<input type="checkbox"/> Approved by EDFMA Board			
<input type="checkbox"/> Waiting list			
<input type="checkbox"/> Rejected			

PLEASE FILL IN EACH BLANK THOROUGHLY. ALL INFORMATION IS REQUIRED.

**Submit your completed application to:
EDFMA, P.O. Box 1214, Main Post Office, Edmonton, Alberta T5J 2M4 -- OR --
Drop it off at the Bill Rees YMCA on 105th Street and 102nd Avenue.**

Vendor Business Name: _____

Personal Name: _____

Address: _____

City: _____ Postal Code: _____

Home Ph: _____ Bus Ph: _____

Cell: _____ Email: _____

Eligibility Criteria:

1. Priority will be given to Vendors who commit to 20 or more dates.
2. Priority will be given to primary producers.
3. Vendors will be chosen to create a good Market Mix (selection of product)
4. Vendors must be in good standing with the EDFMA and with Alberta Health.

Please choose ALL market dates you wish to attend in the Winter Spring 2011/2012 Season at City Hall (the Market will not operate December 24th or 31st for Christmas and New Year's Eve). Monthly payments are accepted, however, the Vendor must re-apply and the number of market dates on each application must match the payment. Please ensure you fill out one application per payment :

2011 Dates:

October 15	<input type="checkbox"/>	November 5	<input type="checkbox"/>	December 3	<input type="checkbox"/>
October 22	<input type="checkbox"/>	November 12	<input type="checkbox"/>	December 10	<input type="checkbox"/>
October 29	<input type="checkbox"/>	November 19	<input type="checkbox"/>	December 17	<input type="checkbox"/>
		November 26	<input type="checkbox"/>		

2012 Dates:

January 7	<input type="checkbox"/>	February 4	<input type="checkbox"/>	March 3	<input type="checkbox"/>	April 7	<input type="checkbox"/>	May 5	<input type="checkbox"/>
January 14	<input type="checkbox"/>	February 11	<input type="checkbox"/>	March 10	<input type="checkbox"/>	April 14	<input type="checkbox"/>	May 12	<input type="checkbox"/>
January 21	<input type="checkbox"/>	February 18	<input type="checkbox"/>	March 17	<input type="checkbox"/>	April 21	<input type="checkbox"/>		
January 28	<input type="checkbox"/>	February 25	<input type="checkbox"/>	March 24	<input type="checkbox"/>	April 28	<input type="checkbox"/>		
				March 31	<input type="checkbox"/>				

TOTAL NUMBER OF DATES REQUESTED: _____

Vendors who are able to commit to and attend 20 or more Market Days in the Winter Spring Market at City Hall will receive a \$5 rebate per Saturday at the end of the season, i.e. attend 20 Saturdays and receive a rebate of \$100.

RATES: \$40.00 per stall plus GST \$2.00 per date = \$42.00 (*full payment must be submitted with your application)

Detailed Product Description:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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? **Yes** ____ **No** ____

If yes, please indicate where:

For Meat vendors: are you a primary or a secondary producer of your product? **Yes** ____ **No** ____

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? **Yes** ____ **No** ____

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 pages 1-3 of this application.

Signature of Applicant: _____ **Date:** _____

PAYMENT INFORMATION:

Number of Stalls requested _____ X Total number of dates from page 4 _____ X \$42.00= \$_____

All Vendors are required to have a valid Membership in order to participate in the City Market Downtown. The fee is \$10.00 annually and ALL memberships will expire on October 31, 2012 to coincide with our fiscal year end.

Membership fee included \$10.00 \$_____

NAME ON CHEQUE _____

TOTAL ENCLOSED (**Stall fee plus \$10.00 Membership fee**) \$_____

FULL PAYMENT MUST BE SUBMITTED WITH YOUR APPLICATION. APPLICATIONS SUBMITTED WITHOUT PAYMENT, OR WITH PARTIAL PAYMENT, OR WITHOUT THE MEMERBSHIP FEE INCLUDED WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE APPLICANT. PAYMENT ACCEPTED BY CHEQUE OR MONEY ORDER ONLY. NO CASH PAYMENT. AT THIS TIME WE ARE NOT EQUIPPED TO ACCEPT CREDIT CARD PAYMENT. PAYMENT WILL BE RETURNED OR REFUNDED IN THE EVENT THAT YOUR APPLICATION IS NOT ACCEPTED.

WAIVER

In consideration of being allowed to use the facilities of the Edmonton Downtown Farmers' Market Association (EDFMA) and the City Market Downtown at City Hall, 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 104th 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 104th, 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 104th 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 at City Hall throughout the 2011/2012 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:

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

This is a 6 page document - please ensure your application is complete.