



Where Communities, Farmers and Artisans come together

Southwest Edmonton Farmers' Market

c/o Terwillegar Riverbend Advisory Council
 PO Box #5, 2051 Leger Road NW
 EDMONTON AB T6R 0R9

Vendor Application — 2017

Vendor Business Name: _____

Vendor Classification: _____
 (Farmer or producer, processor, artisan, out-of-province reseller or product representative, prepared food concession)

Contact Name: _____

Address: _____

City: _____ Prov: _____ PC: _____

Home Ph: _____ Bus Ph: _____ Cell: _____

Email: _____ Website: _____

Market Dates Requested:

Check here to apply for full season rates:

ALL (May 17 – Oct. 4, 2017) 21 dates

Are you a returning vendor?

Yes

No

Check the dates you would like to attend below if not applying to attend for the entire season:

May	June	July	August	September	October
<input type="checkbox"/> 17	<input type="checkbox"/> 7	<input type="checkbox"/> 5	<input type="checkbox"/> 2	<input type="checkbox"/> 6	<input type="checkbox"/> 4
<input type="checkbox"/> 24	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 9	<input type="checkbox"/> 13	
<input type="checkbox"/> 31	<input type="checkbox"/> 21	<input type="checkbox"/> 19	<input type="checkbox"/> 16	<input type="checkbox"/> 20	
	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 23	<input type="checkbox"/> 27	
			<input type="checkbox"/> 30		

Payment Owing: Please send only your \$42 deposit at this time. The balance will be invoiced at a later date. Please make cheques payable to the Southwest Edmonton Farmers' Market. Stall fees are due in full at the SWEFM Vendor Meeting on May 10th, 2017.

Food Trucks Weekly Stall Rate:

Number of Dates Requested: _____ (\$63 each week; includes GST)

Regular Stall Seasonal Rate:

Number of Stalls Requested: _____ \$787.50 for the season; includes GST (effectively \$37.50 each week)

Weekly Stall Rate:

Number of Stalls Requested: _____

Number of Dates Requested: _____ (\$42.00 each week; includes GST)

Vendor Selection Questionnaire

A: Product Description

Please provide a complete list of all items you intend to sell and include any available pictures. (Use a separate sheet, if necessary). Please note that products not listed on this form will not be allowed at the Market.

Are your products brought in from outside of Alberta? If yes, please explain: Yes No

Do you make, bake, raise or grow your own products? If no, please explain: Yes No

B: Farmers' Market Experience

Please list the Edmonton & area farmers' markets you have attended and the duration of your time as a vendor.

C: Stall Requirements

Do you require a trailer with your market tent/booth? Yes No

If yes, please add the dimensions:

Width: _____ Length: _____ Weight: _____

Will you be using a generator at our market? Yes No

D: SWEFM Terms & Conditions

(Please note: If you are selected to be a SWEFM vendor, you will be required to sign a contract at the 2017 SWEFM Vendors Meeting in which you agree to abide by these terms)

Initial that you have read & agree to these terms:

1. Approved vendors may only sell approved products at the Market. Any changes or additions to products as described in the application form must be approved by the Market Manager in advance of the Market day. Used or flea sale items are prohibited. _____ INITIALS
2. All products sold at SWEFM must comply with all regulations of Alberta Agriculture, Alberta Health Services and the SWEFM Steering Committee. _____ INITIALS
3. All vendors are expected to conduct themselves in a professional and ethical manner during Market hours. Expected conduct includes proper attire, attitudes and business practices that positively reflect on the reputation and values of the Market and enjoyable experience of the customers. Offensive or disruptive conduct or conduct in breach of our general discrimination policy is prohibited. _____ INITIALS
4. Each vendor is allowed a maximum of three (3) stalls, at the discretion of the Market Manager. _____ INITIALS
5. **Stall fees are non-refundable and must be paid prior to set-up.** Vendors who are in arrears may be denied permission to set up by the Market Manager until the fees are paid. _____ INITIALS
6. **No refunds will be given for cancellations.** Exchange dates are at the discretion of the Market Manager. _____ INITIALS
7. NSF Cheques are subject to a \$25 processing fee. _____ INITIALS

8. Cancellation of a market date must be given with at least 24 hours' notice. Cancellations within 24 hours of market will result in a \$25 fine. _____ INITIALS
9. The Market Manager has sole discretion for vendor spacing and placement. Spacing requests may be made to the Market Manager, but such requests are not necessarily granted. _____ INITIALS
10. Vendors are responsible for providing their own tables, tents, weights and display equipment. Tents must be 10' x 10' and tent weights must weigh a minimum of 20 lbs. each and placed on all four tent legs. The Market Manager reserves the right to take down tents without sufficient weights or in the case of extreme weather. _____ INITIALS
11. Vendors will be present to set up their space at least 30 minutes before the Market opens to the public. _____ INITIALS
12. No vendor may sell any product prior to the Market opening at 4:00 pm. _____ INITIALS
13. Vendors are also responsible for cleanup of all garbage and recycling in their area upon the closing of the Market. Vendors MUST dispose of their garbage off-site. _____ INITIALS
14. Vendors are not permitted to trade, give or sublease their assigned space to anyone else. _____ INITIALS
15. Concession food vendors must have a Food Handling Permit and adhere to City of Edmonton regulations. _____ INITIALS
16. Food Vendors must complete the Food Safety Course conducted by Alberta Health Services or the Home Study Course within three months of entering SWEFM. Food Safety Certificates must be on display during market hours. _____ INITIALS
17. All food products must have proper labelling as dictated by the Canadian Food Inspection Agency. The Market Manager reserves the right to remove items that do not have proper labels. _____ INITIALS
18. All food items and samples must adhere to health regulations set out by Alberta Health Services. The Market Manager reserves the right to inspect vendors' stalls and remove items that do not comply. _____ INITIALS
19. All cosmetics being sold must have a completed "Cosmetics Notification Form" and be produced in accordance with good manufacturing practices. _____ INITIALS
20. If a vendor does not follow the SWEFM policies and procedures, a verbal warning will be issued by the Market Manager. A second occurrence will warrant a written warning from the Market Manager. A third occurrence will result in notice of expulsion from the Market. Appeals of the notice of expulsion must be made in writing to the SWEFM Steering Committee within 30 days of receipt of the third warning and shall be considered by the SWEFM Steering Committee in accordance with its policies and procedures. During the appeals process, the vendor under review will be prohibited from attending the Market. _____ INITIALS
21. Final vendor approval will take place during the first week of April. Vendor decisions are at the sole discretion of the Market Manager and SWEFM Steering Committee. _____ INITIALS
22. If there is a Severe Thunderstorm WATCH, the SWEFM manager will post a notice on the SWEFM Facebook page to advise vendors that there is a watch, to be careful about set-up, ensure that they have weights, limit glass, and be prepared to take down quickly if need be. It will be the vendor's responsibility to check the SWEFM Facebook page on market day for updates. _____ INITIALS
23. If there is a Severe Thunderstorm WARNING before market starts, the market manager will postpone set-up until after the warning has ended, and will post on the SWEFM Facebook page that this is the case. The market will not open until after the warning is lifted. It will be the vendor's responsibility to check the SWEFM Facebook page on market day for updates _____ INITIALS
24. If a Severe Thunderstorm WARNING is put into place during market and it appears that the SWEFM would be impacted (via radar), the market will be cancelled, guests will have to leave, and vendors will have to quickly take down according to SWEFM guidelines. The market will not be re-opened. _____ INITIALS
25. I have read and understood the "Set-Up Standards" Document, available at <http://swefm.ca/become-a-vendor/> _____ INITIALS
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E: Change of Operations (for returning applicants)

Since your last application, has there been a significant change in operations, ownership, or practices in your business that we should be aware of? If yes, please explain:

Yes No

F: Disclosures

Occasionally, SWEFM may take pictures during market hours. Are you willing to allow pictures to be taken of your business and personnel to be used for marketing and advertising purposes? Yes No

In order to comply with the Personal Information Protection Act, will you give consent to SWEFM to disclose your name, company name and/or telephone number to people inquiring about your product(s)? Yes No

Have you taken the Food Safety Course training? Yes No

Please note that for the 2017 SWEFM season, we require that all vendors carry liability insurance.
Do you have separate liability insurance coverage? Yes No

Please submit a copy of your certificate of liability insurance with this application

I hereby certify that the information I have provided in this application is accurate and complete, and that I have read and agreed to comply with the current Rules and Regulations document as posted on the SWEFM website.

Name of Applicant: _____

Signature of Applicant: _____ Date: (D/M/Y) _____

