



# Strathmore Farmers Market

[www.strathmorefarmersmarket.ca](http://www.strathmorefarmersmarket.ca)

Dear Friday Farmers Market Vendor.

Thank you for your interest in the 2017 Approved Strathmore Farmers Market. Whether you are hoping to be a brand new vendor or have been participating for 10 years it is very important that you read the information in this package carefully as there have been some changes to the 2017 Summer Market Season

The Market will begin June 2nd and will conclude September 22nd.  
Market hours are 3 pm – 6:30 pm every Friday Rain or Shine.

The Market is an Indoor/Outdoor Market so it will accommodate Vendors who choose to be inside or outside.

We will do our best to accommodate as many vendor applicants as possible. It is necessary that the rules from the Alberta Farmers Market Association are adhered to when accepting vendors. We must abide by the 80%(make it, bake it, grow it criteria) the remaining 20% of the vendors are selling products that complement the market mix.

The Market is located in a New Venue. Red Quonset Building on the Strathmore Ag-Society Grounds.

New Rule to the Market this Year. There will be A No Scent Rule enforced for all 2017 Markets. Please refer to the Rules page for more info.

Please carefully read & sign your Vendor application form, the rules & regulations as they provide very important information about the 2017 Summer Market season and send it to the post office address provided on the Vendor Form.

We look forward to welcoming you as a Market Vendor for the 2017 Summer Market season and wish you all the best in your preparations for a successful Market!

Sincerely,  
Lorraine Leskiw  
Strathmore Farmers Market



# Strathmore Farmers Market 2017 Summer Market Vendor Application Form

Friday's 3:00 p.m.- 6:30 p.m.

June 2<sup>nd</sup> – September 22<sup>nd</sup>

Strathmore & District Ag-Society Grounds (Red Quonset Building)

VENDOR APPLICATION FORMS MUST BE COMPLETED AND RETURNED TO STRATHMORE FARMERS MARKET TO ENSURE YOU SPOT IN THE MARKET

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

Mailing Address: \_\_\_\_\_  
City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Web-site: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of Spaces Required: \_\_\_\_\_ Do you Require Power? \_\_\_\_\_ Preferred Location: INDOOR/ OUTDOOR

Are you a: Baker/ Crafter/ Producer/ Fruit Vendor/ Other \_\_\_\_\_

Do you make, bake, or grow your own Products? Yes/ No  
Are you a returning Vendor? Yes/ No  
Is your Product made, baked, or grown in Alberta? Yes/ No  
Are you a commercial Vendor? Yes/ No

Describe items being sold:

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

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, Consignments, Retail, Wholesale etc.) \_\_\_\_\_

Food Safety Course? Yes/No (All Vendors Must have a Food Safety Course Certificate Prior to Attending the 2017 Summer Market Season)

Rates Per Table Space: **\$25.00** Per Table Space Per Week. Fees will be collected day of (Friday) Market. If a vendor misses a booked date without advising the Market at least 1 day before Market day, they will be assessed a \$25 booking fee.  
**\$225.00** Per Table Space For the Entire Summer Market Season (15 Markets). Payable full in Advance by **May 1<sup>st</sup> 2017**.  
If a vendor cancels before the Market starts (1<sup>st</sup> Friday in June), 90% of the Pre-paid table fee will be refunded.  
Vendors cancelling after the Market starts will be refunded 90% of the prepaid amount less the proportionate day rate based on their pre-payment for each day of the Market was open.

Payment of Cheque, Money Order "Payable to Strathmore Farmers Market" or Cash must be enclosed with this Application. There will be a charge of \$25 for any NSF Cheques. All Food & Agriculture Vendors must have The Farmers Market Home Study Course. This course is Mandatory for All Alberta Approved Farmers Markets. Food Vendors must display this Course Certificate on their tables during the Market. This Course is found on line at: [www.sunnygirl.ca](http://www.sunnygirl.ca) or require a paper copy from the Market Manager. All Vendors must have appropriate liability insurance which names "Strathmore Farmers Market" as co-insured. As vendors are not covered under the market's group policy. Vendors should call their insurance agents to find out what level of coverage is right for them. Vendor insurance is also available through Western Financial Vegreville [www.westernfinancialgroup.ca](http://www.westernfinancialgroup.ca) phone: 403-632-2004 email: [Vegreville@westernfg.ca](mailto:Vegreville@westernfg.ca)

2017 Market Dates: "Please Check those dates you will be attending" \*\*\*Red (Out-door Markets only)\*\*\*

June 2 _____	June 9 _____	July 7 _____	August 4 <b>**No Market</b>	September 1 _____
June 16 _____		July 14 _____	August 11 _____	September 8 _____
June 23 _____		July 21 _____	August 18 _____	September 15 _____
June 30 _____		July 28 _____	August 25 _____	September 22 _____

\*\*\*August 4th No Market "Please Keep a record of your selected Market Dates"

Are you a: Full Time Vendor \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Occasional \_\_\_\_\_

Contact info for Cancellations is: 403-901-0477 or e-mail: [strathmorefarmersmarket1@gmail.com](mailto:strathmorefarmersmarket1@gmail.com) Vendors will be contacted if there is a "Concern" with their application or payment. Otherwise the applicant is accepted to the Market. Please sign all Forms (Vendor Application, Rules & Regulations). Send all Signed Forms & Payment to:

Strathmore Farmers Market P.O Box 2457 Strathmore, Alberta T1P-1K3 403-901-047

Signature of Vendor Applicant \_\_\_\_\_ Date \_\_\_\_\_



# Strathmore Farmers Market 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 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
- Adequate representation of a specific product

**\*The Board of the Market does not guarantee that all Vendors will be accepted or approval.**

**Preference for Vendor ship will be given to Vendors whose products are homemade, home baked or homegrown and vendors whose conduct presentation and display and color and allure to the Market.**

All products to be offered for sale must be listed on the application form and are subject to approval. Vendors may be limited to selling only certain products. New products to be 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 to random testing by Health Officials through the season. Information on Health Rules and Regulations are available from Alberta Health Services 403-361-7200

**Vendors must include a list of ingredients and allergens on all Food Products being sold.**

**Prices must be displayed visually for all Products.**

**No raw milk products may be sold.**

**The sale of meat products is strictly controlled.**

**Products that are sold by weight must be weighed on a scale** that has been inspected and approved by federal authorities and the scale must be labelled "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 to be sold during the Market. Concession services are the responsibility of and under the control of the Strathmore Farmers Market.

**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 the table. We recommend the use of business cards. 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 sell the unaltered in the Market place. The Market Board has the right to revoke this condition should a local Vendor request to supply a product that is not presently in the Market at the time of application and should it be denied by the Board that this particular product will draw customers to the Market place (ie. BC Fruit or Taber Corn).

**None-For-Profit organizations** from Strathmore and surrounding area may be granted space in the Market, free of charge, Through-out the season. Non-for-profit organizations may apply for a maximum of 2 free markets a season. Products sold by these Group's 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 **Strathmore & District Health Service Authority**

**New applications and payment must receive by 4 p.m. Wednesday to be considered for space that week.**

**No Pets Allowed in the Building.**

**No Smoking in the Building**



## Rules

## Submit Page

**All Vendors are expected to arrive before 2:00 p.m.** on Market days and must have their products unloaded and their vehicle out of the Market place by **3:00 p.m.** Displays and stalls must be open to customers by **Market opening at 3:00 p.m.**

**No Vendors shall pack up their products and displays before 6:30 p.m. (unless instructed by the Market manager) and no vehicles will be allowed into the Market place before 6:30 p.m.** Vendors are expected to be patient and cooperative with regard to loading and unloading of the Marketplace.

**Stalls not occupied by Market Opening (3:00 p.m.) may be reassigned to other pre-approved Vendors. Repeated arrival is unacceptable and will not be tolerated. Refunds of fees are not given for cancellation of pre-booked dates.**

**Vendors who are not able to attend that weeks 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. 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.

Indoor Table spaces are approximately 8ft x8ft provided with a 6ft table & chairs. Outdoor table spaces are approximately 10ft x10ft. Vendors must provide their own Tent/covering & chair. **Tents must be secured to the ground.**

**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.**

**\*\*\*Vendors are not permitted to have any open flame during the Market and vendors who have diffusers/scent burners are not to be turned on during the Market hours.**

**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 forms 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.

**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 advantage of samples or handle other Vendor products.

**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 **STRATHMORE 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. The 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, including cigarette butts. All display materials, boxes, personal garbage, etc. must be taken home with the Vendor. Failure to leave the facility clean may result in the Vendor to be 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 in 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:  
**Strathmore Farmers Market P.O. Box 2457 Strathmore, AB T1P – 1K3 (403) 901-0477 e-mail strathmorefarmersmarket1@gmail.com**

**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 to or refuses to abide by the following rules and regulations set out by the Strathmore Farmers Market.

**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**

**Please sign and date the rules and regulations form and return to with your Application Forms**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date