

Vendor Application — 2019

Vendor Business Name: _____

Vendor Classification: _____
 (food products, agricultural products, handcrafted products, out-of-province seller, food concession, other)

Contact Name: _____

Address: _____

City: _____ Prov: _____ PC: _____

Home Ph: _____ Bus Ph: _____ Cell: _____

Email: _____ Website/Facebook _____

Are you a returning vendor? If so, when did you previously participate with the LFM?

Yes No _____

How many stalls are you requesting? _____

****Thursdays (\$20/10x10ft stall)

Check the dates you would like to attend:

May	June	July	August	September	
<input type="checkbox"/> 16	<input type="checkbox"/> 6	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 5	
<input type="checkbox"/> 23	<input type="checkbox"/> 13	<input type="checkbox"/> 11	<input type="checkbox"/> 8	<input type="checkbox"/> 12	
<input type="checkbox"/> 30	<input type="checkbox"/> 20	<input type="checkbox"/> 18	<input type="checkbox"/> 15	<input type="checkbox"/> 19	
	<input type="checkbox"/> 27	<input type="checkbox"/> 25	<input type="checkbox"/> 22	<input type="checkbox"/> 26	
			<input type="checkbox"/> 29		

Saturdays (\$20/10x10ft stall)

Check the dates you would like to attend:

May	June	July	August	September	
<input type="checkbox"/> 18	<input type="checkbox"/> 1	<input type="checkbox"/> 6	<input type="checkbox"/> 3	<input type="checkbox"/> 7	
<input type="checkbox"/> 25	<input type="checkbox"/> 8	<input type="checkbox"/> 13	<input type="checkbox"/> 10	<input type="checkbox"/> 14	
	<input type="checkbox"/> 15	<input type="checkbox"/> 20	<input type="checkbox"/> 17	<input type="checkbox"/> 21	
	<input type="checkbox"/> 22	<input type="checkbox"/> 27	<input type="checkbox"/> 24	<input type="checkbox"/> 28	
	<input type="checkbox"/> 29		<input type="checkbox"/> 31		

Vendor 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 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

All generators must be low noise (TBD at the discretion of the Market Manager)

D: Documentation

If you are a food vendor, do you have a Alberta Health Services Home Study Course Certificate (or equivalent)? Yes No

Do you/does your company hold its own liability insurance? Yes No

E: Personal Protection

Do you give the Leduc Farmers' Market Association permission to use pictures of your products or yourself for advertising purposes? Yes No

Do you give consent to the Leduc Farmers' Market Association to disclose your name and contact information to anyone inquiring about your products? Yes No

F: Leduc Farmers' Market Rules & Regulations

By initialing beside each line, you agree to abide by these Rules & Regulations.

- 1) Vendor approval is at the sole discretion of the Market Manager & the Leduc Farmers Market Association. _____
- 2) 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. _____
- 3) Vendors are accepted into the market using a quota system in order to ensure that there are a variety of products for sale; and that the vendors get an adequate market share. _____
- 4) Vendors must always conduct themselves in a professional manner. Unprofessional conduct such as cleanliness of the vendor, the use of inappropriate language, insubordination, disrespectful behavior, smoking, the consumption of alcohol or drugs, will be cause for immediate dismissal from the market. No warnings or refunds will be given. _____
- 5) All vendors must complete an application form and waiver form annually. _____
- 6) All vendors attending the market must pay the annual membership fee. Vendors will not be required to pay the membership fee until the second market attended. _____
- 7) It is recommended that all vendors carry liability insurance. _____
- 8) Market hours are from 10:00 a.m. to 1:30 p.m. on Thursdays and Saturdays. Set up starts at 8:30 a.m. Vendors may not set up unless the Manager is on-site. All vehicles must be in place by 9:30 am. After 9:30 no vehicle will be allowed to enter. _____
- 9) No selling prior to 10:00 a.m. _____
- 10) Vendors may not leave early. _____
- 11) Vendors who have sold out must wait until the market closes before dismantling their stall. A SOLD-OUT sign must be placed on the empty table. _____
- 12) The Market Manager has sole discretion for vendor spacing and placement. Spacing requests may be made to the Market Manager, but requests will not necessarily be granted. _____
- 13) Each vendor is allowed a maximum of 3 stalls at the discretion of the Market Manager. _____
- 14) Vendors are not permitted to trade, give or sublease their stall to anyone else. _____
- 15) Stall fees are non-refundable and must be paid to the market manager. Vendors who are in arrears may be denied permission to set up by the Market Manager until all fees are paid. _____
- 16) The market manager must be notified of cancellation of stalls no later than 5:00 p.m. the day prior to the market, or the vendor will be charged for the reserved stalls. No refunds will be given for cancellations. Exchange dates are at the discretion of the market manager. _____

- 17) NSF cheques are subject to a \$25 processing fee. ____
- 18) 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 pounds each and be 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. ____
- 19) If there is a severe weather warning before the market starts, the market manager will postpone set up until after the warning has ended. If a warning occurs during the market and it appears the market would be impacted, the market will be cancelled, and vendors will have to quickly take down their stalls. ____
- 20) Vendors are responsible for cleanup of all garbage and recycling in their area upon the closing of the market. Vendors must dispose of their garbage off-sight. ____
- 21) All products sold at the Leduc Farmers Market must comply with all regulations of Alberta Agriculture, Alberta Health Services, and the Leduc Farmers Market Association. ____
- 22) 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. ____
- 23) 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. ____
- 24) BC Fruit vendors will be allowed to sell strawberries and raspberries only after local producers have indicated that their growing season is finished. ____
- 25) All cosmetics being sold at the market must comply with Health Canada regulations. ____
- 26) The Market Manager will direct customer complaints and issues to the vendors in question, to resolve the situation as amicably as possible. ____
- 27) If a vendor does not follow the Leduc Farmers Market Association rules, regulations and policies, the market manager will issue a verbal warning. A second occurrence will warrant a written warning. 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 Leduc Farmers Market Association within 10 days of receipt of the third warning and shall be considered by the Leduc Farmers Market Association in accordance with its policies and procedures. During the appeal process, the vendor under review will be prohibited from attending the market. ____
- 28) Vendor Complaints procedure/protocol is as follows:
- Vendors are asked to put any complaints that they have in writing, sign them, and give them to any member of the Board of Directors or to the market manager. ____
 - The complaints will be addressed at the earliest possible time for a satisfactory resolution. ____
 - It is not appropriate for vendors to voice their displeasure & complaints to customers & other vendors. ____

LEDUC FARMERS MARKET Waiver Form

In consideration of being allowed to operate a stall at the Leduc Farmers' Market, located at the Leduc Recreation Centre (4330 Black Gold Drive, Leduc, Alberta), we the undersigned hereby agree to the following:

To Waive any and all claims that we,

Participant's Name: _____

Business Operating Name: _____

May have against the Leduc Farmers' Market Association and the Leduc Farmers' Market, its directors & 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 Leduc Farmers' Market Association and the Leduc Farmers' Market by the above-named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify the Leduc Farmers' Market Association and the Leduc Farmers' Market 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 Leduc Farmers' Market Association and the Leduc Farmers' Market, for the 2019 market season.

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

Participant's Name: _____

Business Operating Name: _____

Participant's Signature: _____

Witness's Signature: _____

Date Signed: _____

Signed Waiver must be returned with the application form.

LEDUC FARMERS MARKET 2019 Vendor Application Information & Instructions

The 2019 Leduc Farmers' Market is scheduled to run Thursdays (May 16 to September 26), and Saturdays (May 18 to September 28), from 10:00 a.m. to 1:30 p.m.

Rates for the 2019 season are as follows:

- Thursdays: \$20.00 per 10-foot stall
- Saturdays: \$20.00 per 10-foot stall
- Annual Membership Fee: \$12.00

Cheques should be made payable to: The Leduc Farmers' Market Association.

Mail to:

Box 5445
Leduc, Alberta
T9E 6L7

E-mail to: leducfarmersmarket@gmail.com

If you have any questions, please phone 780-887-1974

ACCEPTED VENDORS WILL BE REQUIRED TO CONFORM TO ALL RULES, REGULATIONS, POLICIES AND BYLAWS OF THE LEDUC FARMERS' MARKET ASSOCIATION.

Upon review of all applications, vendors will be notified about acceptance into the market and approval of products.

NOTE: Any proposed additions or changes of your product line after your application has been accepted require approval from the market.

The Leduc Farmers Market accepts applications throughout the season. All applications will be reviewed by the vendor selection committee. Applications from returning vendors will receive first consideration.

ATTENTION FOOD VENDORS: According to Alberta Agriculture, it is mandatory that all food vendors selling at Alberta Approved Farmers' markets complete the farmer's market food safety course. If you are a food vendor, please include a copy of your certificate with your application.

Please keep this page for your records and return all other pages to the market.