



# 2024 Summer Market Vendor Application Form

Strathmore Kinsman Park Pavilion Lakeside Blvd (Rain or Shine)

Friday's From 3 pm to 6:30 pm

June 14th to September 20th

Thank you for your interest in the Strathmore Farmers!

We look forward to welcoming new and returning vendors in 2024!

**This Application Requires Approval. Please Do Not Send Payment Without Confirmation First.**

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email (required): \_\_\_\_\_ Are you A Returning Vendor? Yes \_\_\_\_\_ No \_\_\_\_\_

Vendor Classification: Bake It \_\_\_\_\_ Make It \_\_\_\_\_ Grow It \_\_\_\_\_ Commercial \_\_\_\_\_

Do you Make it, Bake it or Grow it yourself?  YES  NO

Are your goods/products from Alberta?  YES  NO  OTHER(please specify) \_\_\_\_\_

SFM may use photos of me/my products for advertising purposes:  YES  NO

List all goods/products you intend to sell. (Items not listed will not be permitted):

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

Number of Spaces required: \_\_\_\_\_ @ \$30.00 each \_\_\_\_\_

(A discount will be applied if you pay for the Entire 15-week Market Season (2 weeks free) = \$350.00

Please Check Dates that You Will Attend

- ◆ June 14
- ◆ July 5
- ◆ August 2
- ◆ September 6
- ◆ June 21
- ◆ July 12
- ◆ August 9
- ◆ September 13
- ◆ June 28
- ◆ July 19
- ◆ August 16
- ◆ September 20
- ◆ July 26
- ◆ August 23
- ◆ August 30

Applications will be reviewed upon receipt. Vendors will be contacted if additional information is required to complete a review of our application. Vendors approved for attendance will receive confirmation of their acceptance by email. Submit the Application Form with signature/date and attachments to our mailing address -OR- submit electronic files (good quality PDF scan or photo) of application and attachments to email address provided below.

Mailing Address ONLY: Strathmore Farmers Market P.O. Box 2457 Strathmore, Alberta T1P-1K3

Market Line: 403-900-0477(Voice mail Only) Market Manager Tracy: email strathmorefarmersmarket1@gmail.com

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

\_\_\_\_\_  
Date

For office use only: Date: \_\_\_\_\_ Payment: \_\_\_\_\_ Cheque# \_\_\_\_\_ Cash: \_\_\_\_\_

Product approval: Producer \_\_\_\_\_ Baker \_\_\_\_\_ Crafter \_\_\_\_\_ Produce \_\_\_\_\_ Meats \_\_\_\_\_ Other \_\_\_\_\_ Manager \_\_\_\_\_



# Market Regulations

Market Regulations set out by the **Alberta Food and Rural Development**. They stress, that at least 80% of an Alberta Approved Farmers 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 having semi-commercial products that draw customers into our Market place. Other than BC fruit, we do not accept out of province Vendors.

Vendors approved to be at this market is probationary and dependent on a variety of factors such as:

- Availability of space in the Market Place
- Quality and uniqueness product
- Product mix
- Where the vendor home location
- The personal conduct of the Vendor and the presentation of product in the Market Place (should meet adequate representation of a specific product)

**\*The Market Manager does not guarantee that all Vendors will be accepted or approval and may be subjected to the Boards Approval. \***

*For more information on Alberta Approved Farmers Market Regulation see the following address:*  
[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/apa6620](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/apa6620)

## **Market Requirements:**

1. 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 introduces during the season must be pre-approved be the Market committee.
2. Preference will be for Vendors whose products are homemade, home baked or homegrown and the vendors whose conduct, presentation and display are alluring to the Market.
3. There are **NO Exclusivity Rights** to be guaranteed to a vendor.
4. **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 Heath Services 403-361-7200.

5. Basic Food Guidelines from Alberta Health and Regulations for Alberta Approved Farmers Market Vendors:
  - **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”.
  - 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.
  - Vendors Must Provide Proof Of Liability Insurance Prior to Attending Any Market.**(Mothers Day, Summer, Fall Fair & Christmas)**
  - Food Vendors Must Have completed the AHS Farmers Market Home Study Course and must be Displayed on the Vendors Display Table
6. **Resale of products in 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 this application. Also, should it be denied by the Board, the product will draw customers to the Market place (ie. BC Fruit or Taber Corn).
7. **Concession:** There will be only one assigned concession and is approved by the Market Manager. A Food Truck or other concession would be invited If the assigned concession agrees with Market Manger. This will be negotiated at the start of each year. If a food truck is brought into market as the Concession, Market Manager will only allow one each week.
8. **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
9. **New applications and payment must receive by 4 p.m. Wednesday to be considered for space that week.**
10. **No Pets Allowed in the Buildings or Quonset. Unless it’s a service animal.**
11. **No Smoking in the Building or Quonset.**

## General Rules

- 1. All Vendors are expected to arrive before 2:00 p.m.** on Summer Market days and must have their products unloaded and their vehicle out of the Market place by **2:45 p.m.** Displays and stalls must be open to customers by **3:00 p.m.**
- 2. No Vendor can 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 regards to loading and unloading of the Marketplace.
3. Stalls not occupied by Market Opening (3:00 p.m.) may be reassigned to other pre-approved Vendors. Repeated late arrival is unacceptable and will not be tolerated. Refunds of fees are not given for cancellation of pre-booked dates.
4. Vendors who are not able to attend current weeks' market, must give the Market manager 24hour notice to assign table space to potential vendors that week.
5. 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.
6. Pavilion/Indoor Table spaces are approximately 8ft x8ft Vendors must provide their own table(s) & chair(s). Outdoor table spaces are approximately 10ft x10ft. Vendors must provide their own tent/covering & chair. Tents must be secured to the ground with sufficient weights.  
\*\*The market is not responsible for any damages to vendors equipment or product. \*\*
7. 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.**
8. Vendors are **NOT permitted** to have any open flame during the Market.
  - a. Vendors who have diffusers/scent burners must get approval from the Market Manager to be operating during Market Hours. These vendors can be placed were it can be vented accordingly.
9. Disputes among Vendors will not be tolerated in the Marketplace. If there was a dispute, please see rule 10 to formally issue a complaint or a Board Members in attendance at the Market will resolve the dispute if it jeopardizes the safety and stability of the current market.

**10. Complaints:** A 24-hour cool down period is required before making a complaint. Then it can be submitted by email to the Market Liaison and Market Manager. 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 the next Market Board Meeting and dealt with at their discretion. Strathmore Farmers Market of the Market Committee should be addressed to:

**Strathmore Farmers Market**

P.O. Box 2457 Strathmore, AB T1P 1K3  
Phone: (403) 901-0477 e-mail: [strathmorefarmersmarket1@gmail.com](mailto:strathmorefarmersmarket1@gmail.com)

- 11.** Vendors Privacy is important to our market and to the board. The board and its member will not discuss vendor matters in front of other vendors. Complaints will be dealt with in private and not at the market. We ask the same of the Vendors. Gossip can ruin the reputation of a market. If vendors are unsure or have complaints about this market, they can follow number 10 or come to the next scheduled board meeting to discuss.
- 12.** 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 have manners and accepted practices of Vendor-ship and encouraged not to take advantage of samples or handle other Vendor products.
- 13.** 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.
- 14.** Vendors must be conscious of personal hygiene in the Market place. A neat, tidy appearance, clean clothes, hair, etc. are imperative.
- 15.** Vendors must wash their hands frequently during the Market and ensure that their breath is fresh. The appearance and friendliness of everyone is a reflection on the entire Marketplace.
- 16.** 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.
- 17.** 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.
- 18.** Vendors are encouraged to bring concerns and problems directly to the Market Manager (Tracy Hamilton).
- 19.** 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.

20. The right to appeal management or board 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. The Vendor may be asked to attend the market meaning to appeal in front of the board.

21. Exclusivity rights is explained in the Regulations as item 3. No Vendor can approach another vendor on exclusivity. This may be considered bullying and can be addressed with the board.

22. Board Membership, to be on the board, you MUST attend the AGM each year. If you miss this and want to be part of the board, you must submit an email of what position you want to hold. There must be an explanation of absence and the current board before elections must approve the absence before voting of the current board members.

a. Miss representation of the board can result in a Memo of offence.

23. If the board must give a **MEMO of First Offence**, the Vendor will be asked for coffee a Market Board Member. There will be a discussion of offence and an opportunity to appeal at next meeting. We ask that the vendor keep this private as will the board will keep this discrete also.

24. If the board give a MEMO of Second Offence, the vendor will no longer be able to join our market.

**\*\* When complete of reading the Market Regulations and Rules, Vendors must sign the Vendor Market Regulations and Rules Form and Attach it with Their Application Form. These forms may be sent via Mail to the provided Market mailing address or email to [strathmorefarmersmarket1@gmail.com](mailto:strathmorefarmersmarket1@gmail.com) \*\***



## Vendor Market Regulation and Rules FORM

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**.

To sign this form, means that you have read and agreed with the Market Regulations and Rules for the Strathmore Farmers Market.

- That as a vendor at this market you will practice ethics and safety for all present.
- That as a vendor your privacy and the right to sell your product in a respectable environment.
- That as a vendor, you know the consequences of your actions.
- That as a vendor, the board is open to your comments and suggestions.
- That as a vendor, abide by the Alberta Approved Markets Regulations when it comes to Food and Safety.

Please sign and date and return with your Application to the Strathmore Farmers Market.

Print Name: \_\_\_\_\_

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

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