



## Salisbury Farmer Market Association Vendor Application Form – 2012

*Handmade, Homegrown, and Hand crafted every Thursday at  
Salisbury Greenhouse located at 52337, Range Rd. 232, (1 mile south of Wye Rd) Sherwood Park, AB  
SFMA Office Number 780-915-3315*

*Mail applications to: Salisbury Farmer's Market,  
PO Box 3629, Sherwood Park, AB, T8H 2T4  
Email:salisburymarket@gmail.com*

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

Personal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ PC: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Bus Ph: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Vehicle License Plate Number(s): \_\_\_\_\_

**Please circle ALL market dates for which you are applying to attend during the  
2012 season:**

<b>WINTER</b>	<b>SPRING/SUMMER</b>	<b>FALL</b>
<p><b>Jan 5, 12, 19, 26</b></p> <p><b>Feb 2, 9, 16, 23</b></p> <p><b>Mar 1, 8, 15, 22, 29</b></p> <p><b>Apr 5, 12, 19, 26</b></p> <p><b>(17 Markets)</b></p> <p><b>\$15 per table Jan &amp; Feb, \$20 per table Mar &amp; Apr payable with application</b></p> <p><b><u>or</u> \$225 per table per season payable with application (a 25% SAVING per week)</b></p>	<p><b>May 3, 10, 17, 24, 31</b></p> <p><b>Jun 7, 14, 21, 28</b></p> <p><b>Jul 5, 12, 19, 26</b></p> <p><b>Aug 2, 9, 16, 23, 30</b></p> <p><b>(18 Markets)</b></p> <p><b>\$30 per payable with application</b></p> <p><b><u>or</u> \$430 per table per season payable with application (a 20% SAVING per week)</b></p>	<p><b>Sep 6, 13, 20, 27</b></p> <p><b>Oct 4, 11, 18, 25</b></p> <p><b>Nov 1, 8, 15, 22, 29</b></p> <p><b>Dec 6, 13, 20</b></p> <p><b>(16 Markets)</b></p> <p><b>\$35 per table payable with application</b></p> <p><b><u>or</u> \$400 per table per season payable with application (a 28% SAVING per week)</b></p>

**All Products Description:**

**Stall Requirements**

Will you be using a generator at the SFM Market? Yes \_\_\_ No \_\_\_ (Please Note: Noisy generators will be subject to relocation at the Market Managers discretion. No additional power besides that which you supply is available. Generators require sound-dampening covers.)

Do you need a trailer with your market booth? Yes \_\_\_ No \_\_\_.

If so please give us the dimensions Width \_\_\_\_\_ and length \_\_\_\_\_ of your trailer.

**Fees****Winter:**

**\$225 (for Sesssion) X \_\_\_ (# of stalls) *or*** = \$ \_\_\_\_\_

Jan/Feb **\$15 X \_\_\_ (# of Markets attending) X \_\_\_ (# of stalls)** = \$ \_\_\_\_\_

Mar/Apr **\$20 X \_\_\_ (# of Markets attending) \_\_\_ X (# of stalls)** = \$ \_\_\_\_\_

**Spring/Summer:**

**\$430 (for Sesssion) X \_\_\_ (# of stalls) *or*** = \$ \_\_\_\_\_

**\$30 X \_\_\_ (# of Markets attending) \_\_\_ X (# of stalls)** = \$ \_\_\_\_\_

**Fall:**

**\$ 400 X (for Sesssion) X \_\_\_ (# of stalls) *or*** = \$ \_\_\_\_\_

**\$35 X \_\_\_ (# of Markets attending) \_\_\_ X (# of stalls)** = \$ \_\_\_\_\_

**Tent Rental (subject to availability):**

**\$10 X \_\_\_\_\_ (# tents) X \_\_\_\_\_ # Markets** = \$ \_\_\_\_\_

**Annual Membership Fee:**

**\$10** (required by all SFM Market vendors once per year) = \$ \_\_\_\_\_

**Greenhouse Signage (optional):**

**\$42 (SFM signage)** = \$ \_\_\_\_\_

**TOTAL** = \$ \_\_\_\_\_

**\*Payment must be submitted with application.** Payment accepted by cheque or money order, or NO cash please. Payment will be returned in event of unapproved application.

For Office Use Only:	Approvals (Initial):
Received by: _____ Date: _____ Payment method: _____ Amount: _____ Receipt #: _____	<input type="checkbox"/> President <input type="checkbox"/> VP
Acceptance based upon the following: <input type="checkbox"/> Copy of insurance or signed waiver Alberta Health Food handling course completion certificate <input type="checkbox"/> Other verification of products <input type="checkbox"/> On site visit by QA committee and Alberta Health  <input type="checkbox"/> Recommended to SFMA Board <input type="checkbox"/> Approved by SFMA Board <input type="checkbox"/> Waiting list <input type="checkbox"/> Rejected	<input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Director 1 <input type="checkbox"/> Director 2 <input type="checkbox"/> Director 3
Comments: _____ _____ _____	

I certify that **I PERSONALLY**, make, bake, grow or raise all products offered: Yes No  
 If NO, please explain:

For B.C. Fruit Vendors: do you have a license or exemption from CFIA? Yes No

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Is your product available at a retail outlet, sold wholesale or produced commercially? Yes No

If YES, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

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For Meat & Seafood vendors: are you the primary producer of your product(s)? Yes No

If NO, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

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THIS APPLICATION MUST BE SUBMITTED BY MAIL TO ADDRESS AT TOP OF THE APPLICATION, OR IN PERSON AT THE MARKET. PLEASE REMIT TO Market Manager on site

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 page 4 and 5 of this application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WAIVER**

In consideration of being allowed to use the facilities of the Salisbury Farmers' Market Association and the Salisbury Farmers' Market, located at the Salisbury Greenhouse, 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 Salisbury Farmers' Market Association and the Salisbury Farmers' Market located at the Salisbury Greenhouse, 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 Salisbury Farmers' Market Society and the Salisbury Farmers' Market, located at the Salisbury Greenhouse, by the above named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify the Salisbury Farmers' Market Association and the Salisbury Farmers' Market, located at the Salisbury Greenhouse, 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 Salisbury Farmers' Market Association and the Salisbury Farmers' Market, located at the Salisbury Greenhouse, throughout the 2012 season.

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

<b>Participant's Name</b> (please print)	<b>Witness's Name</b> (please print)
<b>Participant's Signature</b> (on behalf of all participating vendors listed above)	<b>Witness's Signature</b>
<b>Date:</b>	<b>Date:</b>

The signed Waiver must be returned with the application form, or proof of Liability Insurance **must** be sent in lieu of Waiver. **Please hand in your application to our Market Manager if on site.**

# Salisbury 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 SFMA Farmers' Market operations will be **STRICTLY ENFORCED**. Please retain a copy of this application for future reference.

1. All products sold at Salisbury Farmers' Market must be homemade (handcrafted), 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 that 20% wholesale or resale or commercial retail or franchise business. The only exception to this stipulation will be B.C. Fruit and seafood on a required basis.  
\_\_\_\_\_ **Initials**
2. All products sold at the SFM Farmers' Market **must conform to Alberta Health Regulations and Standards of Cleanliness.** \_\_\_\_\_ **Initials**
3. B.C. Fruit vendors may sell only B.C. fruit, not fruit from California or other areas. B.C. Fruit vendors must have Inspection Slips available at each market, which includes the name and address of the seller and date of purchase. **NO U.S. PRODUCTS ARE ALLOWED AT ANY TIME.** \_\_\_\_\_ **Initials**
4. All products and vendors **must comply with all regulations set forth by Alberta Agriculture, Capital Health and the SFM Vendor Committee.**  
\_\_\_\_\_ **Initials**
5. 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 Alberta Health Services, which must be displayed each week.** \_\_\_\_\_ **Initials**
6. All samples must be covered and have toothpicks in them or be served by the vendor; uncovered samples will be removed. All samples must be held at appropriate temperatures according to Alberta Health regulations and guidelines. **Vendors providing samples must supply sneeze guards for any uncovered samples and garbage containers in a location easily visible and accessible to customers.** \_\_\_\_\_ **Initials**
7. Vendors **MAY NOT** loan, give, or sublease the stall(s) assigned to them.  
\_\_\_\_\_ **Initials**
8. The Salisbury Farmers' Market is a **RAIN, SNOW OR SHINE** market. The market runs from 4:30 pm until 8:00 pm. Set up begins at 3:00 pm and each vendor **MUST** be ready to operate by no later than 4:15 pm. **ALL VENDORS MUST REMAIN UNTIL CLOSE OF BUSINESS** at 8 PM. Vendors are not allowed to begin pack up until 8 PM. \_\_\_\_\_ **Initials**

9. 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. \_\_\_\_\_ **Initials**
  
10. All NSF cheques are subject to a processing fee of \$40 and no future cheques will be accepted unless certified or a money order. \_\_\_\_\_ **Initials**
  
11. The Market Manager requires a minimum of 48 hours notice of a cancellation. Accordingly, vendors must call and cancel their booked space no later than Tuesday at 3:00 pm. To contact the Market Manager call (780)915-3315. **All cancelations must be communicated through the Market Manager only.** Vendors who call to cancel before 3:00 pm on Tuesday may be able to make arrangements to reschedule based on their situation and availability at the discretion of the Market Manager/Vendor Committee. Late calls and no shows will result in the vendor being charged their stall fee. Any vendor who is absent without calling to cancel will receive one warning, two or more no shows may result in not being allowed to return to the market. Exceptions maybe granted for hardship and emergencies at the Vendor Committee's discretion.  
\_\_\_\_\_ **Initials**
  
12. Vendors may sell, sample or display only permitted items as approved in their SFMA application for the current season. SFMA reserves the right to request the immediate **removal** of all products not approved for sale at the SFM. Any proposed additions or changes to approved items require an additional written application, and the approval of the SFMA Vendor Committee. **I will not attempt to sell, at SFM, any item for which I have not received prior approval.** \_\_\_\_\_ **Initials**
  
13. 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 10 X10 stall when outdoors. Indoors space is limited to 8 X 6. \_\_\_\_\_ **Initials**
  
14. 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**
  
15. All vendors' vehicles must be turned off during unloading / loading. Vendor vehicles not forming part of the market display must be parked at the far north end of the parking lot. **NO EXCEPTIONS** unless cleared in advance with the Site Coordinator. \_\_\_\_\_ **Initials**
  
16. All vendors must be members of the Salisbury Farmers' Market Association and have paid their Membership Fee. **All stall fees must be paid in advance of set-up.** \_\_\_\_\_ **Initials**
  
17. **Stall assignment is at the sole discretion of the Market Manager and the SFMA Vendor Committee.** Every attempt will be made to assign returning vendors to an area as close as possible to their stall in previous years. However, stall assignments will be decided based on market mix as well as other factors including, but not limited to, customer traffic, construction, special events etc. \_\_\_\_\_ **Initials**

18. **All tents MUST have weights.** If a tent is noted without weights the vendor may be asked to be deconstructed the tent at the Market Manager's request.  
\_\_\_\_\_ **Initials**
19. **All Generators MUST have sound-dampening covers.** Generators placed a fair distance from the marketplace must also be covered for sound so as not to impede the operations of the greenhouse. \_\_\_\_\_ **Initials**
20. **Failure to comply with the Market Manager and/or the Boards of Directors requests in compliance with these regulations is grounds for immediate dismissal.** No warnings are required nor are refunds given.  
\_\_\_\_\_ **Initials**

The SFMA reserves the right to limit items offered for sale, and to inspect the premises of operation to verify compliance with the market regulations. You will be advised which items are approved and are not approved to sell at the market.

I am eligible, have read, understood and agree with the information provided herein as well as in the Vendor Handbook and will comply with all market rules, regulations and guidelines as specified by the SFMA. I understand that the decisions of Salisbury Farmers' Market Association Board of Directors are final and binding.

**Name (please print):** \_\_\_\_\_

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

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

***Important Note:*** *If your application is not signed, dated and the rules and regulations are not initialed, or payment is not enclosed, your application will be considered incomplete and will not be submitted for approval.*

