



# Salisbury Farmer Market Association 2024 Vendor Application

Email Questions to the Market Manager at: [salisburyfarmersmarketinfo@gmail.com](mailto:salisburyfarmersmarketinfo@gmail.com)

Salisbury Farmers Market operates year-round every **Thursday** from **4PM to 7PM**  
Location of the Market: Salisbury Greenhouse at 52337, Range Rd. 232  
(1 mile south of Wye Rd), Sherwood Park, AB.

## 2024 Membership Form:

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

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

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

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

Home Ph.: \_\_\_\_\_ Bus Ph.: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Vehicle License Plate #: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_ Instagram: \_\_\_\_\_

To be considered to vend and sell your products at Salisbury Farmers Market for the **2024** fiscal year; you are required to meet the following requirements:

1. Complete and return the Membership form with the \$10 associated membership fee. The **2024** Membership expires Dec. 31, **2024**, to coincide with the association's fiscal year end.
2. Complete and return the **2024** vendor application form and Rules and Regulations section of this application with associated stall fees.
3. Enclose payment with the completed **2024** Application form for associated stall fees as indicated on page 4 of the application form.
4. Vendors selling consumable food products (including pet food products) must provide a valid copy of their AHS Food Sanitation & Hygiene/Food safety Certification and/or AHS Home Study Course Certification with this application.
5. Upon acceptance of your application by the SFMA board of directors, obtain a copy of your Certificate of Insurance naming Salisbury Farmers Market Association as an additional insured (certificate holder).

Do you have separate liability coverage for your business? Yes \_\_\_\_ No \_\_\_\_

If yes, please include as an attachment with your **2024** application form.

**2024** MEMBERSHIP ENCLOSED \$ \_\_\_\_\_

NAME ON CHEQUE(S): \_\_\_\_\_

Cheque or Money Order #: \_\_\_\_\_ UPON CONFIRMATION OF ACCEPTANCE, payment for vendor stall fees and the 2024 Membership can also be made by etransfer to [salisburyfarmersmarket@gmail.com](mailto:salisburyfarmersmarket@gmail.com)

Mail applications to: Salisbury Farmer's Market, PO Box 3629, Sherwood Park, AB, T8H 2T4 or drop off your application during market hours of operation on Thursday between the hours of 4PM to 7PM.

# Vendor Application Form:

## Selection Criteria:

1. Vendors must personally have a hand with the products they bring to market each week i.e., must make, bake, grow, or raise the products themselves.
2. Priority will be given to primary producers who are returning from **2023**.
3. Vendors will be chosen to create a good Market Mix (selection of product)
4. Vendors must be in good standing with the SFMA and with Alberta Health Services.
5. Priority will be given to vendors who commit to (25) or more dates.
6. For casual vendors, consideration will be given to vendors who commit to a minimum buy of five (5) market dates.

**Please circle ALL market dates for which you are applying to attend during the 2024 season:**

<p style="text-align: center;"><b>WINTER 2024</b></p> <p>Jan 11, 18, 25 Feb 1, 8, 15, 22, 29 Mar 7, 14, 21, 28 Apr 4, 11, *18, 25</p> <p>(16 Markets)</p> <p>The stall fee is \$25 per stall per market date or \$400 for the Winter 2024 Session payable with application.</p>	<p style="text-align: center;"><b>SPRING/SUMMER 2024</b></p> <p>May 2, 9, 16, 23, 30 Jun 6, 13, 20, 27 Jul 4, 11, 18, 25 Aug 1, 8, 15, 22, 29</p> <p>(18 Markets)</p> <p>The stall fee is \$35 per stall per market date or \$630 for the Spring/Summer 2024 Session payable with application.</p>	<p style="text-align: center;"><b>FALL 2024</b></p> <p>Sep 5, 12, 19, 26 Oct 3, 10, **17, 24, 31 Nov 7, 14, 21, 28 Dec 5, 12, 19</p> <p>(16 Markets)</p> <p>The stall fee is \$33 per stall per market date or \$528 for the Fall 2024 Session payable with application.</p>
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**\*Tentative date the Market moves outside the greenhouse to the SW corner of the greenhouse parking lot**  
**\*\*Tentative date the market operates inside the Greenhouse**

Once the status of your application has been evaluated, applications with associated fees are received, reviewed, and accepted, you will be notified regarding the outcome of your application within 5 business days of receipt of this application form.

Upon acceptance of your application by the SFMA board of directors, you are required to obtain and forward to the SFM market manager a copy of your certificate of insurance naming SFMA as an additional insured "Certificate Holder" on your policy.

Failure to forward a copy of your certificate of insurance naming SFMA as a certificate holder with this application; your application will be considered incomplete and will be returned to the sender.

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## **Detailed Product Description:**

Please include a detailed list of **all** products you wish to sell – attach a separate sheet if necessary.

All non-food vendors are required to provide pictures of the products requested to sell at the Salisbury Farmers Market.

**RETURNING VENDORS ONLY** - Include any new product items requesting to be added to your existing product listing on file from **2023**:

# Stall Fee Calculation:

**Winter Session:**

Jan 11 to April 25; \$25 X \_\_\_\_\_ (# of Markets attending) X \_\_\_\_ (# of stalls)

**Spring/Summer Session:**

May 2 to Aug 29; \$35 X \_\_\_\_\_ (# of Markets attending) \_\_\_\_\_ X (# of stalls)

**Fall Session:**

Sept 5 to Dec 19; \$33 X \_\_\_\_\_ (# of Markets attending) \_\_\_\_\_ X (# of stalls)

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

\$10 per tent rental (includes tent weights) X \_\_\_\_\_ (# tents) X \_\_\_\_\_ # Markets

**\*Payment must be included with the completed application form.**

Approved methods of payment are by Etransfer, Cheque or Money Order or cash. If paying by CHQ, make the CHQ payable to the SFMA. Payment will be returned if your application is **not** approved.

**Winter Session:**

\$ \_\_\_\_\_

**Spring/Summer Session:**

\$ \_\_\_\_\_

**Fall Session:**

\$ \_\_\_\_\_

Tent Rental = \$ \_\_\_\_\_

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

**FOOD TRUCKS & CONCESSION TRAILERS ONLY:** All concessions are considered equal and will be charged at a rate of **\$60.00** per market date (based on an average of 2 stalls occupied per concession (considers trailer hitch where applicable) in addition to a 10-foot gap between concession units.

Total number of market dates (page 2) \_\_\_\_\_ x **\$60** per market date = \$ \_\_\_\_\_

**CHQ # \_\_\_\_\_ NAME ON CHEQUE: \_\_\_\_\_**

**TOTAL PAYMENT AMOUNT ENCLOSED FOR STALL FEES**

**\$ \_\_\_\_\_**

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## **Additional Stall Requirements:**

**There is no access to power inside or outside the greenhouse; vendors must be self-sufficient and supply their own power through use of a generator.**

Will you be using a generator at the SFM Market? Yes \_\_\_ No \_\_\_

Generators require sound-dampening covers if the generator exceeds **72\* decibels idling.**

**\*Noisy generators will be subject to relocation at the Market Managers discretion.**

For the safety of vendors and customers, vendors using generators must safely secure any extension cords running over sidewalks or customer walkways as they pose as a tripping hazard.

**\*The SFM reserves the right to check the condition of generators to include measuring the decibel level for compliance of the above stated requirement. For all these instances the Market Manager shall under the direction of the SFMA Board of Directors:**

STEP 1: Issue a verbal warning for a first offence.

STEP 2: Issue a final written notification of the infraction for a repeat offence.

STEP 3: If the violation cannot be adequately addressed and/or resolved by the vendor, the Market Manager shall ask the vendor to leave the market immediately at the SFM Board of Directors request. All fees are nonrefundable.

### **CONCESSION UNITS ONLY:**

What side is the serving window on? Passenger side \_\_\_\_\_ or Drivers side \_\_\_\_\_.

Is the concession unit a Food truck ( ) a Trailer with hitch ( ) or a ( ) Food Cart?  
**Check one of the above.**

What are the dimensions of the Food Truck, Trailer, or Food Cart (include hitch if applicable); Width \_\_\_\_\_ Length \_\_\_\_\_

**COMMERCIAL LIABILITY INSURANCE IS MANDATORY FOR ALL CONCESSION UNITS PARTICIPATING AT SALISBURY FARMERS MARKET.** Upon acceptance of your application by the SFMA board of directors, you will be asked to obtain a copy of your certificate of insurance naming Salisbury Farmers Market Association as an additional insured (certificate holder).

Additionally, upon acceptance of your application SFM requires a valid copy of your Food Handling Permit and Food Sanitation and Hygiene course certificate to complete the application process to participate at the SFM.

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**Do you attend any other farmers' markets?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate where:

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**I certify that I PERSONALLY, make, bake, grow, or raise all products offered:**

Yes \_\_\_\_\_ No \_\_\_\_\_

If NO, please explain:

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**For B.C. Fruit Vendors: Do you have a license or exemption from CFIA?**

Yes \_\_\_\_\_ No \_\_\_\_\_

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**Do you own a store front (retail store)?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate where:

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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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# Salisbury Farmers Market

## Vendor Rules and Regulations Form

**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), locally grown, locally raised, or home baked as per the Alberta Agriculture requirements, the vendor must own property in Alberta to be compliant with Alberta Agriculture's rules pertaining to the operation of Farmers' Markets in Alberta. SFM does not allow wholesale or resale or commercial, retail or franchise business. The only exception to this stipulation will be B.C. Fruit and seafood on a as required basis. \_\_\_\_\_ **Initials.**
2. All products sold at the SFM Farmers' Market **must conform to Alberta Health Regulations and Standards of Cleanliness. All vendors selling consumable food products (includes pet food products) MUST provide a copy of their AHS Food Sanitation & Hygiene Certification and/or Home Study Course Certification with their application** and will display their certificate in their stall; visible to customers always while vending at SFM. \_\_\_\_\_ **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, Alberta Health Services and the SFM Board of Directors.** \_\_\_\_\_ **Initials.**
5. All prepared foods must be pre-packaged as per AHS regulations. 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 for an approved farmers' market. **Vendors providing samples are required to supply sneeze guards for any uncovered samples.** \_\_\_\_\_ **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 4:00 pm until 7:00 pm. Set up begins at 2:30 pm and each

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vendor **MUST** be ready to operate by no later than **3:30 pm**. **ALL VENDORS MUST REMAIN UNTIL CLOSE OF BUSINESS** at **7:00 PM**. Vendors are not allowed to tear-down their booth until **7:00 PM**. \_\_\_\_\_ **Initials.**

9. Vendors should be neat and clean in appearance and must always conduct themselves in a professional manner. 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. **All stall payments are non-refundable.** The Market Manager requires a minimum of **48 hours' notice** of a cancellation. Accordingly, vendors must email to cancel their booked space no later than Tuesday at 3:00 pm. **All cancelations must be communicated through the Market Manager by emailing [salisburyfarmersmarketinfo@gmail.com](mailto:salisburyfarmersmarketinfo@gmail.com).** Any vendor who is absent without emailing to cancel will receive one warning; two or more no shows may result in not being allowed to return to the market. Exceptions may be granted for hardship and emergencies at the SFMA Board of Directors 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 Board of Directors. **I will not attempt to sell at SFMA any item for which I have not received prior approval.** \_\_\_\_\_ **Initials.**
13. All vendors must supply their own tables and chairs, complete with table covering. 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. Garbage cans provided at the market are for the use of **CUSTOMERS ONLY**. All concessions are required to supply a garbage can within the confines of their stall, no exceptions. Additionally, any vendors sampling is required to supply a garbage container easily assessable to customers. \_\_\_\_\_ **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 or along the northwest fence line. **NO EXCEPTIONS** unless cleared in advance by the Market Manager. \_\_\_\_\_ **Initials.**
16. All vendors must be members of the Salisbury Farmers' Market Association and have paid their **2024** Membership Fee. **All stall fees must be paid in advance of set-up.** \_\_\_\_\_ **Initials.**

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**17. Stall assignment is at the sole discretion of the Market Manager.** 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 (a minimum of 25 lbs. per tent leg).** If a tent is noted without weights the vendor may be asked to deconstruct the tent at the Market Manager's request. \_\_\_\_\_ **Initials.**

**19. Organic claims:** Only products with organic content that is greater than or equal to 95% may be labeled as: "**Organic**" or bear the "organic" logo. These products must be certified, and the name of the Certification Body must appear on the label.

Products that make an "organic" claim must be certified by a Certification Body that has been accredited, based upon the recommendation of a CFIA designated Conformity Verification Body. \_\_\_\_\_ **Initials.**

**20. Labeling Requirements -** All food products **must** be labeled in compliance with CFIA standards. Labels **MUST** include:

- Common **name of product**,
- **Net quantity** (in metric),
- **Name, address, and phone number** (phone number required by AHS) of **person making product**,
- **List of ingredients** in descending order of proportion by weight,
- Durable shelf-life date (**made on and Best Before date**) if product has a shelf life of 90 days or less, storage instructions and storage temperature if differs from room temperature,
- **Allergy alerts** as per CFIA regulations,
- Label print **size** **MUST** be no smaller than 1.6 mm anywhere on the product except the bottom of the package

**If preparing food products from a home-kitchen the following is required as per CFIA regulations:**

- *a statement like '**prepared in a home kitchen that is not subject to inspection.**'*
- *a statement like '**not for resale**'*
- *Contact info stated on the package should include **Your name, your business name, your email and/or phone number***

- The **date** it was **made or prepared on**

\_\_\_\_\_ **Initials.**

**21. Cosmetic Regulations and the Food and Drugs Act** require that cosmetics sold in Canada be manufactured, prepared, preserved, packed, and stored under sanitary conditions. The manufacturer and importer must notify Health Canada that it is selling the product and provide a list of the product's ingredients."

Section 2 of the Food and Drugs Act define a "cosmetic" as: "Any substance or mixture of substances manufactured, sold, or represented for use in cleansing, improving, or altering the complexion, skin, hair or teeth, and includes deodorants and perfumes. Any cosmetic businesses, selling soaps, lotions etc. are required to notify Health Canada about any products that they are selling by filling out the Cosmetic Notification Form. \_\_\_\_\_ **Initial.**

**22. 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.**

**23.** All products sold at the market must conform to Public Health Regulations and Standards of Cleanliness. Vendors who sell textiles (clothing, quilts, blankets, etc.) are required to label products for content (over 5%) and where they were made. \_\_\_\_\_ **Initials.**

**24. WEBSITE and CUSTOMER INQUIRIES:** In compliance with the Personal Information Protection Act; I give consent for the SFMA to disclose my name, company name, email address and/or telephone number to those persons inquiring about my product(s), and for SFMA Website. \_\_\_\_\_ **Initials.**

Additionally, SFMA may take pictures during market hours of operation for purposes of advertising: **I give consent for the SFMA to take pictures for these purposes.** \_\_\_\_\_ **Initials.**

**25. Home-Canned Foods No vendor shall offer for sale home-canned foods other than jams, jellies, and pickles.** Pickled products are those processed with salt, sugar and/or vinegar and include cucumbers, green peppers, beets, carrots, mushrooms, eggs, green tomatoes, and onions. Jams and jellies are defined as 65% solids (fruits plus 55% sugar). \_\_\_\_\_ **Initials.**

**26. Perishable Foods** No Vendor shall offer for sale perishable food unless it is held at a temperature below 4°C or above 60°C. Examples of perishable foods include meats, milk, sauces, spreads, salsa, cheese, perogies, cabbage rolls, poultry, eggs etc. Also included are baked goods such as sausage rolls, ethnic foods with meat, cheesecake and cream, pumpkin, or meringue pies. \_\_\_\_\_ **Initials.**

**27.** All eggs must be refrigerated as per Alberta Health regulations. Whole raw shell eggs must be clean and free of cracks. \_\_\_\_\_ **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.

**Failure to comply with the Market Manager and/or the SFM Boards of Directors requests in accordance with the regulations set forth in this document is grounds for immediate dismissal. No warnings are required nor are refunds given.**

**Disciplinary Process used in the event of a policy infraction:** If a vendor is in violation of the rules and regulations as set forth in this document the Market Manager shall issue a verbal warning to the vendor or other appropriate disciplinary measures such as a written notification of infraction or expulsion from the market if the infraction is not corrected. The Market Manager shall under the direction of the SFMA Board of Directors:

**STEP 1:** Issue a verbal warning for a first offence.

**STEP 2:** Issue a written notification of infraction (final warning) for a repeat offence.

**STEP 3:** If the violation cannot be adequately addressed and/or resolved by the vendor, the Market Manager shall ask the vendor to leave the market immediately at the SFM Board of Directors request. All fees are nonrefundable.

I have read, understood, and agree with the information provided herein this application and will comply with all market rules, regulations and guidelines as specified by Salisbury Farmers Market Association, Alberta Health Services, and the Canadian Food Inspection Agency. I understand that the decisions of the Salisbury Farmers' Market Association Board of Directors are final and binding.

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

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

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

## **IMPORTANT NOTICE:**

**If your application is not signed, not dated, the rules and regulations are not initialed, all required Certification and/or Insurance forms or payment are not enclosed, or any applicable blanks are not filled in, your application will be considered incomplete and will be returned to the sender.**

**I hereby certify that the information I have provided in this application is accurate and complete.**

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

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