



Salisbury Farmer Market Association Vendor Application Form – 2018

Make it, Bake it, Grow it, or Raise it!
 Every Thursday at Salisbury Greenhouse located at 52337, Range Rd. 232,
 (1 mile south of Wye Rd) Sherwood Park, AB

Email: salisburyfarmersmarketinfo@gmail.com

**Mail applications to: Salisbury Farmer's Market,
 PO Box 3629, Sherwood Park, AB, T8H 2T4**

Vendor Business Name: _____

Personal Name: _____

Address: _____

City: _____ PC: _____

Home Ph: _____ Bus Ph: _____

Cell: _____ Email: _____

Vehicle License Plate Number(s): _____

Eligibility Criteria:

1. Priority will be given to primary producers who are returning from 2017
2. Vendors will be chosen to create a good Market Mix (selection of product)
3. Vendors must be in good standing with the SFMA and with Alberta Health Services
4. Priority will be given to vendors who commit to (25) or more dates
5. Priority will also be given to vendors who commit to a minimum of five (5) dates requested

Please circle ALL market dates for which you are applying to attend during the 2018 season:

WINTER	SPRING/SUMMER	FALL
<p>Jan 4, 11, 18, 25</p> <p>Feb 1, 8, 15, 22</p> <p>Mar 1, 8, 15, 22, 29</p> <p>Apr 5, 12, *19, 26</p> <p>(17 Markets)</p> <p>\$20 per table payable with application</p> <p><i>or</i> \$323 per season payable with application (a 5% SAVING per week)</p>	<p>May 3, 10, 17, 24, 31</p> <p>Jun 7, 14, 21, 28</p> <p>Jul 5, 12, 19, 26</p> <p>Aug 2, 9, 16, 23, 30</p> <p>(18 Markets)</p> <p>\$28 per table payable with application</p> <p><i>or</i> \$479 per table per season payable with application (a 5% SAVING per week)</p>	<p>Sep 6, 13, 20, 27</p> <p>Oct 4, **11, 18, 25</p> <p>Nov 1, 8, 15, 22, 29</p> <p>Dec 6, 13, 20</p> <p>(16 Markets)</p> <p>\$28 per table payable with application</p> <p><i>or</i> \$426 per table per season payable with application (a 5% SAVING per week)</p>
<p><u>Or</u> \$1163.00 per stall per year payable with application (10% SAVING per week)</p> <p>*Tentative date to move outside the greenhouse</p> <p>**Tentative date to move back inside the greenhouse for our indoor portion of our year-round market</p>		

Detailed Product Description: Please include a **detailed list of ALL products** you wish to sell – attach a separate sheet if necessary. Crafters please attach pictures of **ALL** products requesting to sell at Salisbury FM:

NEW items requesting to be added to your existing product list on file (returning vendors only):

SEASONAL ITEMS requesting to sell:

Fees:

2018 Annual Membership Fee (Expires Dec, 31, 2018):

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

Winter Session:

\$323 for Session X ____ (# of stalls) *or*

Jan to April **\$20** X ____ (# of Markets attending) X ____ (# of stalls)

Spring/Summer Session:

\$479 for Session X ____ (# of stalls) *or*

May to Aug **\$28** X ____ (# of Markets attending) ____ X (# of stalls)

Fall Session:

\$ 426 X for Session X ____ (# of stalls) *or*

Sept to Dec **\$28** X ____ (# of Markets attending) ____ X (# of stalls)

Fees Paid For Year (All 3 Sessions):

\$1,159 X ____ (# of stalls)

Tent Rental (subject to availability):

\$10 X ____ (# tents) X ____ # Markets

***Payment must be submitted with application.** Payment is accepted by Cheque or money order and payable to SFMA. **Payment will be returned in event your application is NOT approved.**

Annual Membership Fee = \$ **10.00**

Winter Session = \$ ____
or dates Jan to April = \$ ____

Spring Session = \$ ____
or dates May to Aug = \$ ____

Fall Session = \$ ____
or dates Sept to Dec = \$ ____

ANNUAL = \$ ____

Tent Rental = \$ ____

TOTAL = \$ ____

For Office Use Only:

Received by:

Date:

Amount:

Payment method:

Receipt #:

Acceptance based upon the following:

- Copy of insurance or signed waiver Alberta Health Food handling course completion certificate
- Other verification of products
- On site visit by QA committee and Alberta Health

- Recommended to SFMA Board
- Approved by SFMA Board
- Waiting list
- Rejected

Comments:

Approvals (Initial):

President

Vice Pres.

Secretary

Treasurer

Director 1

Director 2

Director 3

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.

Do you attend any other farmers' markets?

Yes ___ No ___

If yes, please indicate where:

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 ____

Do you own a store front (retail store)?

Yes ____ No ____

If yes, please indicate where:

Is your product available at a retail outlet, sold wholesale or produced commercially?

Yes ____ No ____

If YES, please explain:

For Meat & Seafood vendors: Are you the primary producer of your product(s)?

Yes ____ No ____

If NO, please explain:

THIS APPLICATION MUST BE SUBMITTED BY MAIL TO THE ADDRESS AT TOP OF THE APPLICATION, OR IN PERSON DURING MARKET HOURS OF OPERATION (4PM TO 730PM). 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 6 and 10 of this application.

Signature of Applicant: _____ **Date:** _____

WAIVER FORM

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 **2018** season.

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

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

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.**

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

If yes, please include as an attachment with your 2018 application form.

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), locally grown, locally raised or home baked 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. 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 at ALL times 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 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 4:00 pm until 7:30 pm. Set up begins at 3:00 pm and each vendor **MUST** be ready to operate by no later than 3:45 pm. **ALL VENDORS MUST REMAIN UNTIL CLOSE OF BUSINESS** at 7:30 PM. Vendors are not allowed to begin pack up until 7:30 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. SFM is a **RAIN, SNOW OR SHINE** market. This means you are to attend each market date for which you have been approved. If the space will not be utilized for a specific date, advance notice must be given in writing. **Vendors must cancel any booked space by 3:00 pm the Tuesday prior to your Market date by emailing the Market Manager at salisburyfarmersmarketinfo@gmail.com _____ initials**

In the event of an emergency email the Market Manager at salisburyfarmersmarketinfo@gmail.com _____ initials

No refunds or exchanges dates will be given for cancellations. All stall payments are non-refundable. Vendors may request additional market dates by re-applying and submitting payment to the Market Manager five (5) DAYS PRIOR TO MARKET DAY. _____ 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. 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 or along the north west fence line. **NO EXCEPTIONS** unless cleared in advance with the Market Manager. _____ **Initials**

16. All vendors must be members of the Salisbury Farmers' Market Association and have paid their **2018** 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.** 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 be deconstructed 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 _____ **Initials**
21. **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**
22. **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. _____ **Initials**

24. All products sold at 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**
25. **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**
26. 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**
27. 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**
28. **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**
29. All eggs must be refrigerated as per Alberta Health regulations. Whole raw shell eggs must be clean and free of cracks.

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 am eligible, have read, understood and agree with the information provided herein as well as in the Instructions for New Vendor Members 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, the rules and regulations are not initialed, payment is not enclosed, and/or the appropriate certificates are not attached to the application as indicated within the contents of this application form your application will be considered incomplete and will not be submitted for approval.

