

Sherwood Park Farmers' Market 2020 Year Round Concession Application



Thank you for your interest in becoming a vendor in our year-round Farmers Market. The Sherwood Park Farmers Market operates year round on Wednesdays from 4 pm to 8 pm.

The Outdoor Season of the Sherwood Park Farmers Market (SPFM) runs every Wednesday from April 22nd – October 7th from 4:00 – 8:00 pm. We are located at 3000 Emerald Drive, Sherwood Park (location subject to change).

NOTE: Current Market times are temporarily changed to 2-7 pm due to Covid 19

At the Sherwood Park Farmers Market insurance is mandatory for Concession vehicles. **A current copy of your insurance naming Sherwood Park Farmers Market as an additional insured must be submitted with your application.**

NOTICE: **All concession vendors must provide a current copy of their food certificate.**

All applications are reviewed by the SPFM Vendor Approval Committee. Applications from returning vendors will receive first consideration; previous participation does not guarantee acceptance into the market. Vendor approval will be based on an overall market balance. SPFM Board reserves the right to limit market size and to reject applications with or without reason. Decisions of the Sherwood Park Farmers' Market Executive/Vendor Committee are final.

Complete applications including all applicable documentations are to be submitted to the Market Manager, in person or by mail or email. Only PDF copies will be accepted by email. **If your application is not signed, not dated, the rules & regulations are not all initialled, all required certification and/or insurance forms are not included, your application will be considered incomplete and returned.**

Sherwood Park Farmers Market Application Checklist:

- Application form – pages 2 & 3
- Copy of your **current** insurance policy naming Sherwood Park Farmer's Market as additional insured on your policy
- Copy of your **current** AHS Kitchen Permit
- Photos of your product
- Initial each of the market rules (pages 4-8). **Retain copies for your future reference.**

Applications may be submitted in person to the Market Manager during the market on Wednesdays between 4 pm and 8 pm or mailed to:
Sherwood Park Farmers Market, PO Box 57062, Sherwood Park, AB T8A 0Y0
or send a PDF copy only to email below. **Only PDF copies will be accepted by email.**

If you have any questions, or concerns, you may contact the Farmers Market Manager @ 780-464-3354, or email sherwoodparkfarmersmarket@gmail.com

If Using Tents:

TENTS AND TENT WEIGHTS ARE REQUIRED

Are your tents weights a **minimum** of 25 lbs per tent leg?

(NO EXCEPTIONS on minimum weight- you will be asked to take down tent if under required weight restrictions and money will not be refunded)

_____ **Acknowledged**
_____ **Acknowledged**
_____ **Acknowledged**



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Please Print



Company Name: _____

First & Last Name: _____

Address: _____ City: _____

Postal Code: _____ E-mail: _____

Phone #: _____ Is power required? Yes ____ No ____

Facebook: _____ Twitter: _____ Website: _____

Emergency Contact Name & Number: _____

Do you make, bake or grow your own product? Yes ____ No ____

If no please explain why _____

All Food Vendors selling any type of food products)- you must meet all Food Safety guidelines and requirements as outlined by Alberta Health Services. Concession vendors are required to hold a current AHS Kitchen Permit in order to comply with Section 31 of the Food Regulation. **A current copy of your AHS Kitchen Permit MUST be submitted with your application.**

Products: Please provide a detailed listing of ALL products you wish to sell. Only those listed will be allowed at the market.

Please list other markets where you are participating as a vendor:

STALL REQUIREMENTS:

VEHICLE: MAKE & MODEL _____ LICENSE NO. & LENGTH _____

Is the concession unit a Food Truck ____ a Trailer with Hitch ____ or a Food Cart ____

What are the dimensions of the Food Truck, Trailer or Food Cart (include hitch if applicable):

Width _____ Length _____

What side is your concession window on? Passenger Side ____ Driver's side ____

Description of ALL Equipment used in stall (ie coolers, generator):

Please note that **noisy generators** will be subject to **relocation** at the Market Managers discretion



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2020 Fee Schedule Options

Payment in full will be collected on your first market day

(Monthly Payments ONLY)

- Apr 22 Apr 29
- May 6 May 13 May 20 May 27
- June 3 June 10 June 17 June 24
- July 1 July 8 July 15 July 22 July 29
- Aug 5 Aug 12 Aug 19 Aug 26
- Sept 2 Sept 9 Sept 16 Sept 23 Sept 30
- Oct 7

\$60 x _____ # of weeks = (A) \$ _____

2020 Annual Membership Fee

\$10.00 per year (All vendors must pay the membership fee) = (B) **\$10.00**

TOTAL OWING: Total of A + \$10 Membership Fee = \$ _____



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Sherwood Park Farmers' Market Vendor Rules and Regulations

(Please retain a copy of these rules for your reference at market)

You must initial EACH LINE for acceptance and understanding and submit with your signed application. The Rules and Regulations will be STRICTLY ENFORCED. Failure to comply with these rules may result in the forfeiture of your participation in the SPFM.

1. All vendors must be members of the SPFM and have paid their annual Membership Fee. NOTE: 2020 memberships will expire December 31, 2020. _____ **Initials**
2. Vendors are accepted based on the items approved as listed on the application form, and as such may only sell, sample or display approved items. Any changes or additions to product lines must be given to the Market Manager by filling out the "Request to Add Products" Form for approval by the vendor committee. SPFM reserves the right to request immediate removal of all products not approved for sale at the market. **I will not attempt to sell at SPFM any item for which I have not received prior approval** _____ **Initials**
3. **All products sold** at Sherwood Park Farmers Market must be homemade (handcrafted), locally grown, locally raised or home baked as per 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. Market cannot be more than 20% of resale, seafood, not-for-profit or commercial retail/franchise business (including B. C. Fruit) _____ **Initials**
4. All products sold at market **must conform to Public Health Regulations and Standards of Cleanliness.** _____ **Initials**
5. **Vendors may not loan, give or sublease the stall(s)** assigned to them. Stalls are not permitted to be shared. The Farmer's Market Manager and Farmer's Market Committee, at their discretion, reserve the right to change vendor stall locations within the market at any time. _____ **Initials**
6. All **ownership changes** of a business require a new application for vendorship _____ **Initials**
7. **Vendor tables** are subject to inspection by Alberta Agriculture and Forestry, AFMA (Alberta Farmers' Market Association) and Alberta Health Services (AHS) without notice. Any vendor found not to be in compliance with Alberta Health Services regulations will be immediately removed from the market and any monies paid will be forfeited. _____ **Initials**
8. **The Market Manager requires a minimum notice of 48 hours of any cancellation. Failure to notify the Market Manager of your absence 48 hours before market day (by 4 pm on Monday) will result in a \$10.00 fine. All cancellations MUST be communicated through the Market Manager by email only at: sherwoodparkfarmersmarket@gmail.com.** A second non-compliance of this rule during a calendar year may result in the loss of vending/membership privileges. Exceptions may be granted for hardship and emergencies at the discretion of the SPFM Board _____ **Initials**
9. Vendors are required to be in place and ready to operate by 15 -30 minutes before Market start time. . **ALL access will be closed and barricades set up by 3:45 pm at the Outdoor Market. No vehicles will be allowed in after 3:45 pm.** Late vendors are required to check in with the Market Manager unless previous arrangements have been made. _____ **Initials**

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10. Public selling ends promptly at 8:00 pm. Vendors MAY NOT take down their stall prior to 8:00pm, unless otherwise specified by the Market Manager. If you are sold out, **you must display a "Sold Out" sign on your table** and remain completely set up until close of business at 8 pm. Due to safety to vendors and customers, **vendors are not allowed to leave the market early.**

_____ **Initials**

11. Vendors must remove all garbage including bags, boxes, and refuse from produce. All vendors are **responsible for cleaning up their stall area.** All concessions are required to supply a garbage can within the confines of their stall; no exceptions.

_____ **Initials**

12. All Food Vendors (including **pet food** products) are responsible for knowing & complying with all regulations set forth by Alberta Agriculture, Alberta Health Services and the SPFM regulations contained in this application. **You MUST meet all Food Safety Guidelines as outlined by Alberta Health Services.** For more information please contact AHS at 780-460-4721 or at www.albertahealthservices.ca

_____ **Initials**

13. Food vendors are required to:

- a. Have completed the Farmer's Market Home Study Course **OR** Food Safety Basics course meeting Section 31 of the Food Regulation or hold a current Alberta Kitchen Permit.
- b. Provide a current copy of the above certificate to be submitted with your application.
- c. Meet all Food Handling Requirements including labelling, food samples, hand washing stations and sanitation.
- d. Ensure all food displayed and sold at the Market is reasonably protected from contamination by being wrapped, covered, or stored safely in appropriate food-grade containers. For baked goods sold individually, transparent covers should be used to protect from airborne contamination.
- e. Display their certificate visible to all customers in their stall **AT ALL TIMES** as per AHS regulations.

_____ **Initials**

14. Farmers' Market Food Safety Pamphlet: Alberta Health Services provides food safety pamphlets for farmers' markets which include information on how to properly display, package, label, sample and handle food safely. This information is subject to regular changes and additions, **it is the vendor's responsibility to keep up to date with the current guidelines relevant to their product.** You can find the current Food Safety Pamphlet online at: <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-farmers-market-information-package.pdf>

_____ **Initials**

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15. Vendors supplying food samples must meet the AHS Farmers Market guidelines. All samples must be covered and be served by the vendor; uncovered samples will be removed.

Vendors assembling bite size food portions on-site must:

- a. Obtain approval from Alberta Health Services
- b. Must be served by the vendor to customers
- c. Use an AHS approved sneeze guard cover to keep customers from contaminating samples
- d. No open flames/barbeques are allowed to be used for heating up samples
- e. Food must be held at appropriate temperatures according to AHS regulations
- f. Have a thermometer available to ensure that foods reach an internal temperature greater than 74°C
- g. Keep perishable foods below 4°C
- h. Wash hands prior to handling food
- i. Replace samples if they are displayed longer than one hour
- j. Discard leftovers or contaminated samples appropriately.
- k. Must supply garbage container in a location easily visible and accessible to customers
- l. Provide a basin with an adequate supply of water (container with a hands-free spigot)
- m. Have liquid soap and disposable towels available
- n. Have a sanitizer (bleach and water solution with 100 PPM concentration and test strips) for cutting boards and utensils
- o. Refrain from smoking/vaping at food tables or in market area

_____ **Initials**

16. Perishable Foods: No vendor shall offer for sale perishable foods unless 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.

Vendors must have their own thermometers on site at all times.

_____ **Initials**

17. All eggs must be refrigerated as per Alberta Health regulations and labelled **UNINSPECTED**.

Whole raw shell eggs must be clean and free of cracks.

_____ **Initials**

18. Vendors are not allowed to deliver food products outside of the Farmers Market or have customers pick up their product anywhere other than the Farmers Market unless their food products are prepared in a provincially licensed food establishment with a **valid Alberta Health Services kitchen permit**.

_____ **Initials**

19. All Food Vendors: Please note that if you wish to SERVE HOT FOOD you must fill in a Concession Application Form. Any vendor caught breaking this rule will be immediately shut down and permanently removed from the market, with no refund forthcoming.

_____ **Initials**

20. All prepared food items must be wrapped, covered or pre-packaged as per AHS regulations and labelled according to CFIA (Canadian Food Inspections Agency) standards. 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**

21. 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**



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22. Labeling Requirements - All food products **MUST** be labeled in compliance with CFIA standards. Nutrition Facts tables are not required at this time.

For further information visit www.inspection.gc.ca/english/fssa/labeti/guide/ch2e.shtml

Labels MUST include:

1. Common name of product
2. Net quantity (in metric)
3. Name, address and phone number (phone number required by AHS) of person making product
4. List of ingredients in descending order of proportion by weight,
5. Durable shelf life date (made on and Best Before date) if product has a shelf life of 90 days or less
6. Storage instructions and storage temperature if differs from room temperature
7. Allergy alerts on a separate line as per CFIA regulations

Label print size **MUST** be no smaller than 1.6 mm anywhere on the product _____ **Initials**

23. Cosmetic Regulations and the Food and Drugs Act require that cosmetics sold in Canada be manufactured, prepared, preserved, packed and stored under sanitary conditions. **Cosmetic products are required to have mandatory ingredient labelling as per the Cosmetic Regulations.** 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 defines 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. Vendors who sell textiles (clothing, quilts, blankets, etc.) are required to label products for content (over 5%) and where they were made. _____ **Initials**

25. B.C. Fruit Vendors: may sell **ONLY** B.C. Fruit. Fruit from any other province or state is not allowed. B.C. Fruit vendors must have inspection slips available at each market. A release permit for inter-provincial transport of B.C. Fruit must be obtained by vendors transporting their own fruit, and be produced as requested by the Market Manager. Interprovincial trade of fruit requires an inspection certificate and proper labelling. _____ **Initials**

26. Organic: If your company is considered "Organic" or you are a beekeeper, documentation supporting this must accompany your application. _____ **Initials**

27. The Outdoor market is an **all-weather market (RAIN, SNOW or SHINE).** Vendors are required to operate in a variety of weather conditions. In the event of extreme weather (severe lightning, tornado, etc) the Market Manager may delay setting up the market, or close the market until the extreme weather threat has passed. In the event of severe weather, our **Weather Emergency Procedures** will be activated _____ **Initials**

28. All vendors must supply their own tables, 10 by 10(+) tents, tent weights and chairs complete with table coverings. For the Outdoor market, the **entire display including signage MUST be contained** within the 10 X 10 foot stall. No product, signs or stands shall be displayed outside of your 10x10 space. Vendors using more than the allotted space will be charged for a 2nd stall. Indoor Market space is 6' x 8'; Outdoor Market space is 10' x 10' _____ **Initials**

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- 29.**For the **Outdoor Market tent weights** are **MANDATORY. Weights MUST be a minimum of 25 lbs per tent leg.** For Windy areas- add extra weights per leg. **You cannot tie tents to vehicles.** In the case where two tent legs are placed side by side; vendors are not permitted to share a 25lb. tent weight. Failure to have proper weights on your tent will result in your being asked to take down your tent at the Market Manager's request. This is for your safety as well as the customers and other vendors. _____ **Initials**
- 30.****Power is NOT available** at the **Outdoor Market.** If a vendor decides to use a generator, they must have an inverter to minimize generator noise (as it is disruptive to other vendors and market patrons). For the safety of vendors and customers, vendors using generators must safely secure any extension cords as they pose as a tripping hazard. _____ **Initials**
- 31.****Smoking, vaping & animals** are strictly prohibited in stalls where food is stored or offered for sale. Vendors with service animals **MUST** provide service certificate to the Market Manger with application. This policy applies to the vendors and their staff. Only pets on leash are permitted in the Market **but must not enter into any stall area. No Smoking/Vaping In Market area or vehicles on market property at any time.** _____ **Initials**
- 32.****All inflatables** must provide a copy of liability insurance for \$2 million dollars listing Strathcona County as additional insured. Proof of Alberta Elevating Devices & Amusement Rides Safety Association (AEDARSA) for each inflatable must be submitted. _____ **Initials**
- 33.**Please note that **changes to Strathcona County/Current Location** regulations, street construction, building renovations or Market plan may alter Market locations. _____ **Initials**
- 34.****Vendors are expected to behave in an ethical & professional manner** at all times. Failure to do so will result in an automatic expulsion and all monies forfeited. Any complaints received concerning unprofessional conduct, including but not limited to the use of profane language, smoking,vaping. cleanliness of the vendor or vendors' product will be considered grounds for dismissal from the Market. Insubordination, the consumption of alcohol, drugs or fighting during the market will be grounds for immediate dismissal. _____ **Initials**
- 35. Disputes** among vendors and/or customers must be brought to the Market Manager immediately away from customers and other vendors. _____ **Initials**
- 36.**Vendors may appropriately, calmly, and respectfully **address complaints** concerning the market, its operation, and rules to the Market Manager in person first. If there is an unsatisfactory resolution of the concern(s), please email your concerns, and steps undertaken for resolution, to the Sherwood Park Farmers 'Market Board Executive. _____ **Initials**
- 37. Failure to comply** with Market Rules & Regulations may result in, and not necessarily in this order: a verbal warning, a final written warning and **forfeiture of all monies paid.** All decisions made by the Sherwood Park Farmers Market Society and its appointed Farmers' Market Manager are final. _____ **Initials**

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38.In order to comply with the Personal Information Protection Act: I give consent for the SPFM to disclose my name, company name, email address and/or telephone number to those persons inquiring about my product(s), and for promotion of the Market. _____ **Initials**

39.Occasionally **pictures may be taken** during market hours. I give consent for the SPFM to take pictures for purposes of marketing and advertising. _____ **Initials**

The Sherwood Park Farmers Market Board & its Market Manager thank you for your application. We reserve the right to change, interpret and enforce these policies and guidelines as deemed necessary to maintain consistency and individuality of the market for the benefit of all served by the market. Failure to comply with the Market Manager and/or the SPFM Board requests in accordance with the regulations are grounds for immediate dismissal. **No warnings are required nor are any refunds given.**

I have read and initialled ALL RULES AND REGULATIONS 1-39 _____ **Initials**

I certify that I have read, understand and agree to comply with all Market Rules and Regulations as specified by the Sherwood Park Farmers' Market, Alberta Health Services and the Canadian Food Inspection Agency. I understand that failure to abide by the rules may result in a fine or removal from the market and that the decisions of the Sherwood Park Farmers Market Board are final and binding.

Signature: _____ **Date:** _____