



# Sherwood Park Farmers' Market Canada Day Concession Application 2022



Thank you for your interest in being a Concession Vendor in the Canada Day Farmers Market hosted by the Sherwood Park Farmers' Market. Complete applications, including ALL applicable documentation and fees, are to be submitted to the Market Manager no later than **Monday, June 27, 2022.**

**Please Note:** Vendors will not be approved for the Canada Day Market until fully completed applications, certification documents, and payment have been received. There are no refunds once your application has been accepted by the Sherwood Park Farmers Market.

Preference for the Canada Day market will be given to current Sherwood Park Farmers Market vendors.

Please be aware that there may be duplicate vendors at the Canada Day market. The Vendor Selection Committee will determine the market mix for Canada Day.

SPFM Board reserves the right to limit market size and to reject applications with or without reason. Decisions of the Sherwood Park Farmer's Market Executive/Vendor Committee are final.

The cost is \$70.00 per 10 foot length x 10' wide stall. The duration of the market is from 10 am – 5 pm. Please do not arrive before 8:00 AM, and there is NO vehicle access after 9:30 am. You must be parked in your stall by 9:00 am. Your stall is to include only one registered vehicle parked behind your stall. No other vehicles are permitted to be on site.

Strathcona County regulations state that it is **MANDATORY** to use compostable containers/bags for any product given to a customer that will be consumed at the event (including samples). County employees will be on hand to ensure that vendors are adhering to these regulations.

### **NOTICE:**

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

All concession vendors must provide a current copy of their AHS Food Permit.

**PLEASE NOTE: All applications must be signed, dated, rules and regulated initialed, and certification and/or insurance forms included, in order for your application to be considered complete.**

**Application Checklist:** Deadline by Monday, June 27, 2022

- Application form – (Pages 1-6 with checklist marked off as it pertains to your application)
- Current copy of your insurance policy naming SPFM as additional insured on your policy
- Initial each of the market rules (Pages 4 -7)
- Mandatory vehicle information completed (one vehicle per stall), **INCLUDING YOUR LICENSE PLATE NO AND VEHICLE MAKE & MODEL** – Strathcona County requires this for entry into Market
- ALL vendors selling CONSUMABLE products (food, pet food, cosmetics, etc.): CURRENT Food Handling Permit or Farmers Market Home Study Course certificate must be submitted with this application.
- Payment of \$70.00 per stall, either email transfer or cheque. Cheques are to be made payable to "Sherwood Park Farmer's Market". Email transfers can be sent to [sherwoodparkfarmersmarket@gmail.com](mailto:sherwoodparkfarmersmarket@gmail.com).

Applications may be submitted in the following formats:

By email to: [sherwoodparkfarmersmarket@gmail.com](mailto:sherwoodparkfarmersmarket@gmail.com)

In person during the SPFM hours on Wednesdays between 3 pm and 7 pm

Mailed to: Sherwood Park Farmers Market, PO Box 57062, Sherwood Park, AB T8A 0Y0

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



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**Please Print**

Company Name: \_\_\_\_\_

First & Last Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ 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 market. You may use a separate form if you wish.

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

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

\_\_\_\_\_

**STALL REQUIREMENTS:**

Number of 10 x 10 stalls required \_\_\_\_\_ X \$70 = \_\_\_\_\_

**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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## 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.**

1. 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, or commercial retail/franchise business (including B. C. Fruit). \_\_\_\_\_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. I will not attempt to sell at SPFM any item for which I have not received prior approval. \_\_\_\_\_Initials
3. All products sold at market must conform to Public Health Regulations and Standards of Cleanliness. \_\_\_\_\_Initials
4. Concessions are to arrive between 8 am and no later than 9 am. All other vendors will be allowed in **AFTER** 8:30 am. You **MUST BE** in place by 9:00 am. \_\_\_\_\_Initials
5. All vendors must have vacated the market by 6 pm as per Strathcona County's requirement. No selling after 5 pm is permitted. \_\_\_\_\_Initials
6. All Food Vendors: Serving samples of your product is encouraged, provided you meet the AHS Farmers Market guidelines. All samples must be pre-portioned off site and placed in enclosed containers. All samples must be held at appropriate temperatures and disposed of (according to Alberta Health Services regulations). Vendors providing samples must supply garbage containers in a location easily visible and accessible to customers. \_\_\_\_\_Initials
7. I understand that Strathcona County regulations state that it is **MANDATORY** to use **compostable containers/ bags** for any product given to a customer that will be consumed at the event (including samples). Strathcona County employees will be on hand to ensure that vendors are adhering to these regulations. \_\_\_\_\_Initials
8. 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
9. 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
10. Public selling ends promptly at 5:00 pm. Vendors **MAY NOT** take down their stall prior to 5:00 pm, unless otherwise specified by the Market Manager. All vendors must remain until close of business at 5 pm. \_\_\_\_\_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



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12. The Canada Day 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 of the market, or close the market until the extreme weather threat has passed. \_\_\_\_\_Initials
13. All vendors must supply their own tables, tents, and chairs complete with table coverings., 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 2<sup>nd</sup> stall. Each Canada Day Market space is 10 x 10 foot. \_\_\_\_\_Initials
14. For the Canada Day Market tent weights are **MANDATORY**. Weights must be a minimum of 25 lbs per tent leg. 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
15. Power is **NOT** available at the Canada Day 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 a tripping hazard. \_\_\_\_\_Initials
16. Smoking, vaping and animals (except service animals) are strictly prohibited in establishments where food is stored or offered for sale. Vendors with service animals **MUST** provide a service certificate to the Market Manger with application. This policy applies to the vendors and their stall areas as well. Only pets on leash are permitted in the Market but must not enter into any stall area. \_\_\_\_\_Initials
17. Please note that changes to Strathcona County regulations, street construction, building renovations or Market plan may alter Market locations. \_\_\_\_\_Initials
18. 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](http://www.albertahealthservices.ca). \_\_\_\_\_Initials
19. 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
20. Concession vendors are required to:
- Hold a current Alberta Health Services Food Handling Permit.
  - Have a current insurance naming Sherwood Park Farmers Market (SPFM) as an additional insured.
  - Provide a current copy of above certificate to be submitted with your application.
  - Meet all Food Handling Requirements including food samples, hand washing stations and sanitation.
  - 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 goods sold individually, food covers should be used to protect from airborne contamination.
  - Display their certificate visible to all customers in their stall **AT ALL TIMES** as per AHS regulations. \_\_\_\_\_Initials



# Sherwood Park Farmers' Market Canada Day Concession Application 2022



21. All Food Vendors: Serving samples of your product is encouraged, provided you meet the AHS Farmers Market guidelines. **ALL SAMPLES** must be pre-portioned off site and placed in enclosed containers. All samples must be held at appropriate temperatures and disposed of (according to Alberta Health Services regulations). Vendors providing samples must supply garbage containers in a location easily visible and accessible to customers. \_\_\_\_\_Initials
22. 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
23. 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
24. Organic: If your company is considered "Organic" or you are a beekeeper, documentation supporting this must accompany your application. \_\_\_\_\_Initials
25. 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, 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
26. Disputes among vendors and/or customers must be brought to the Market Manager's attention immediately. \_\_\_\_\_Initials
27. Vendors may address complaints concerning the market, its operation, and rules to the Market Manager. 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
28. Vendors must ensure that all staff or those working in stalls are aware of and abide by the Vendor Code of Conduct. It is the responsibility of the stall owner to ensure that all employees are aware of the rules and regulations of the market including late and no show fees and arrival and departure times. \_\_\_\_\_Initials
30. Failure to comply with Market Rules & Regulations may result in, and not necessarily in this order: a verbal warning, a final written warning, dismissal and forfeiture of all monies paid. All decisions made by the Sherwood Park Farmers Market Board are final. \_\_\_\_\_Initials
31. 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
32. Occasionally pictures may be taken during market hours. I give consent for the SPFM to take pictures for purposes of marketing and advertising. \_\_\_\_\_Initials



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The Sherwood Park Farmer's Market Board & its Market Manager 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 certify that I have read, understand and agree to comply with all Market Rules and Regulations as specified by the Sherwood Park Farmer's 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: \_\_\_\_\_

If you have any questions, or concerns, please contact the Farmers Market Manager at:  
Phone: 780-464-3354, or Email [sherwoodparkfarmersmarket@gmail.com](mailto:sherwoodparkfarmersmarket@gmail.com)