



Sherwood Park Farmers' Market 2022 Year Round Vendor Application



Thank you for your interest in becoming a vendor in our year-round Farmers Market. The Sherwood Park Farmers Market (SPFM) operates year-round on Wednesdays from 3 pm to 7 pm.

NOTE: IF you wish to sell hot food you MUST fill out the Concession Application which is a separate application form.

The Indoor season of the Sherwood Park Farmers Market (SPFM) runs every Wednesday from January 12th until mid-May & from October 12th – Dec. 19th. We are located at 160 - 201 Festival Way in the Centre in the Park, Sherwood Park for the Indoor Season.

The Outdoor Season of the Sherwood Park Farmers Market (SPFM) runs every Wednesday starting mid May until October 5th or 12th (weather dependent) from 3:00 – 7:00 pm. We are located at 3000 Emerald Drive, Sherwood Park (location subject to change).

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.

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.

Once your application is approved, there are NO REFUNDS. All funds must be paid in advance of attending any market day.

_____Initials

NOTICE: All Food Vendors: **All vendors selling consumable food products or pet food products must provide a current copy of their Farmers Market Food Certificate or Food Handling Permit.** All prospective vendors must successfully complete the Farmers' Market Home Study Course before applying to Alberta Farmers Markets. This course can be found on Alberta Health Services website at: <http://www.albertahealthservices.ca/assets/wf/eph/wf-ehhome-study-farmers-market.pdf>. Upon successful completion of this course, you will receive a food safety certificate valid for 3 years. Serving samples of your product is encouraged, provided you meet the AHS Farmers Market guidelines and any current Covid regulations in regards to product sampling.

At the Sherwood Park Farmers Market, we encourage vendors to carry their own liability insurance. **A copy of your insurance OR the attached waiver form (must be double signed including witness signature) and must be submitted with your application.**

Sherwood Park Farmers Market Application Checklist:

- Application form – pages 2 & 3
- Signed Waiver (page 4) and copy of your current insurance policy naming the Sherwood Park Farmers Market as additional insured on your policy (if applicable)
- Photos of your product(s)
- Photos of your labels if you are selling food, pet food or cosmetics
- Initial each of the market rules (pages 5-9). **Retain copies for your future reference.**
- ALL vendors selling consumable products (includes pet and cosmetic products):
 - Current food Handling Permit or current Farmers Market Home Study Course certificate.
- Certification documents (organic, beekeepers, out of province fruit, inflatables, AGLC, etc.)

Applications may be submitted in the following formats:

By email to: sherwoodparkfarmersmarket@gmail.com

In person during Market 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 you may contact the Market Manager @ 780-464-3354



Sherwood Park Farmers' Market 2022 Year Round Vendor Application



Please Print

Company Name: _____

First & Last Name: _____

Address: _____ City: _____

Postal Code: _____ E-mail: _____

Phone #: _____

Facebook: _____ Instagram: _____ Website: _____

Emergency Contact Name & Number: _____

I certify that I **Personally** make, bake, raise or grow all products offered: Yes ___ No ___

If no, please explain why _____

All Food Vendors selling any type of food products (including pet products)- you must meet all Food Safety guidelines and requirements as outlined by Alberta Health Services. Food vendors are required to have completed a current Farmers Market Home Study Course or a Food Safety Course in order to comply with Section 31 of the Food Regulation. **A copy of this certificate or AHS Food Handling 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.

NEW VENDORS: Please provide **photos** of your product and a **copy of your food labels.**

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

VEHICLE MAKE & MODEL _____

VEHICLE LICENSE PLATE NUMBER # & LENGTH _____

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

FOR OUTSIDE VENDORS ONLY

Do you need a trailer with your market booth? Yes ___ No ___

If yes, please provide the dimensions of your trailer Width _____ Length _____

NOTE: You MUST provide your own tent and tent weights. Tent Weights must be a minimum of 25 lbs per tent leg.

_____ **Initials**



Sherwood Park Farmers' Market

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2022 Fee Schedule Options



Full Season 50 weeks - Includes Canada Day

\$330 due immediately along with 2 post-dated cheques or email transfer of \$330 due on May 1st & Sept. 1st

NOTE: Full season is a total saving of \$650 for the full year

NOTE: Last date to qualify for full season rates is June 8th

\$990 x _____ # of Stalls = (A) \$ _____

Winter Season: \$25.00 per week (Monthly Payments ONLY)

- | | | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Jan 12 | <input type="checkbox"/> Jan 19 | <input type="checkbox"/> Jan 26 | | |
| <input type="checkbox"/> Feb 2 | <input type="checkbox"/> Feb 9 | <input type="checkbox"/> Feb 16 | <input type="checkbox"/> Feb 23 | |
| <input type="checkbox"/> Mar 2 | <input type="checkbox"/> Mar 9 | <input type="checkbox"/> Mar 16 | <input type="checkbox"/> Mar 23 | <input type="checkbox"/> Mar 30 |
| <input type="checkbox"/> Apr 6 | <input type="checkbox"/> Apr 13 | <input type="checkbox"/> Apr 20 | <input type="checkbox"/> Apr 27 | |
| <input type="checkbox"/> May 4 | <input type="checkbox"/> May 11 | | | |

\$25 x _____ # of Stalls x _____ # of weeks = (B) \$ _____

Season: \$35.00 per week (Monthly Payments ONLY)

July 1 Market will be our Canada Day Market at \$70 per stall (separate application)

- | | | | | |
|---------------------------------|--|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> May 18 | <input type="checkbox"/> May 25 | | | |
| <input type="checkbox"/> June 1 | <input type="checkbox"/> June 8 | <input type="checkbox"/> June 15 | <input type="checkbox"/> June 22 | <input type="checkbox"/> June 29 |
| <input type="checkbox"/> July 6 | <input type="checkbox"/> July 13 | <input type="checkbox"/> July 20 | <input type="checkbox"/> July 27 | |
| <input type="checkbox"/> Aug 3 | <input type="checkbox"/> Aug 10 | <input type="checkbox"/> Aug 17 | <input type="checkbox"/> Aug 24 | <input type="checkbox"/> Aug 31 |
| <input type="checkbox"/> Sept 7 | <input type="checkbox"/> Sept 14 | <input type="checkbox"/> Sept 21 | <input type="checkbox"/> Sept 28 | |
| <input type="checkbox"/> Oct 5 | <input type="checkbox"/> Oct 12 (possible Indoor date) | | | |

\$35 x _____ # of Stalls x _____ # of weeks = (C) \$ _____

Fall Season & Christmas Season: \$35.00 per week (Monthly Payments ONLY)

- | | | |
|---|---------------------------------|---------------------------------|
| <input type="checkbox"/> Oct 12 (possible Outdoor date) | <input type="checkbox"/> Oct 19 | <input type="checkbox"/> Oct 26 |
| <input type="checkbox"/> Nov 2 | <input type="checkbox"/> Nov 9 | <input type="checkbox"/> Nov 16 |
| <input type="checkbox"/> Nov 23 | <input type="checkbox"/> Nov 30 | |
| <input type="checkbox"/> Dec 7 | <input type="checkbox"/> Dec 14 | <input type="checkbox"/> Dec 21 |
| <input type="checkbox"/> Dec 28 (tentative) | | |

\$35 x _____ # of Stalls x _____ # of weeks = (D) \$ _____

2022 Annual Membership Fee (expires Dec 31, 2022)

\$10.00 per year (**All vendors must pay the membership fee**) = (E) \$ 10

TOTAL OWING: A + B + C + D + E = \$ _____

Please indicate method of payment: _____ Cash _____ Cheque _____ E-Transfer

Cheques payable to: Sherwood Park Farmers Market

Email Transfers can be sent to: sherwoodparkfarmersmarket@gmail.com

Is power required? _____

NOTE: Power is NOT available for the Outdoor Season and is only available on a first come basis for indoor as the number is very limited.

Note: 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 3 pm on Monday) will result in a \$10.00 fine / \$25 for NO SHOWS. All cancellations MUST be communicated through the Market Manager by email only at: sherwoodparkfarmersmarket@gmail.com

_____ Initials



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WAIVER (WITH WITNESS SIGNATURE)



This signed waiver **must** be completed fully (along with witness signature) and returned with your application form. If you carry your own liability insurance please **submit a current copy of Liability Insurance** naming Sherwood Park Farmers Market as an additional insured on your policy.

In consideration of being allowed to use the facilities of the Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market, located at 160 Festival Way in the Centre in the Park & 3000 Emerald Drive, 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 Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market located at 160 Festival Way in the Centre in the Park & 3000 Emerald Drive, 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 Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market, located at 160 Festival Way in the Centre in the Park & 3000 Emerald Drive, by the above-named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify the Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market, located at 160 Festival Way in the Centre in the Park & 3000 Emerald Drive, 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 Sherwood Park Farmers' Market Society and the Sherwood Park Farmers' Market, located at 160 Festival Way in the Centre in the Park & 3000 Emerald Drive, throughout the 2022 season.

We, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, import 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: _____



Sherwood Park Farmers' Market 2022 Year Round Vendor Application



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: 2022 memberships will expire December 31, 2022. _____ **Initials**
2. 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**
3. 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**
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. It is **highly recommended** that vendors carry their own Liability Insurance. Signing off on the waiver on page 4 only covers the Sherwood Park Farmers Market if an incident were to occur. _____ **Initials**
8. 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**
9. **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 3 pm on Monday) will result in a \$10.00 fine / \$25 for NO SHOWS. 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**
10. Vendors are required to be in place and ready to operate by 2:45pm. **ALL access will be closed and barricades set up by 2:45 pm at the Outdoor Market. No vehicles will be allowed in after 2:45 pm.** Late vendors are required to check in with the Market Manager unless previous arrangements have been made. _____ **Initials**



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11. Public selling ends promptly at 7:00 pm. Vendors MAY NOT take down their stall prior to 7:00 pm, 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 7 pm. Due to safety to vendors and customers, **vendors are not allowed to leave the market early.** _____ **Initials**

12. 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**

OUTDOOR MARKET

13. 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 of 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**

14. All vendors **must supply their own tables, tents, minimum of 4 X 25 pound 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 10 x 10 space. Vendors using more than the allotted space will be charged for a 2nd stall. Indoor Market space is 6 x 8 foot; Outdoor Market space is 10 x 10 foot. _____ **Initials**

15. For the Outdoor Market tent weights are **MANDATORY. Weights MUST be a minimum of 25 lbs per tent leg.** In the case where two tent legs are placed side by side; vendors **are not permitted** to share a 25lb. tent weight. For windy days, it is advisable to add extra weights per leg. Failure to have proper weights on your tent will result in your being asked to take down your tent at the Market Manger's request. This is for your safety as well as the customers and other vendors. _____ **Initials**

16. 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**

17. 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 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**

18. 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**

19. Please note that changes to Strathcona County regulations, street construction, building renovations or Market plan may alter Market locations. _____ **Initials**

FOOD VENDORS

20. 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**



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21. 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 SPM 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

22. 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-packag e.pdf>

_____ Initials

23. Food vendors are required to:
- 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 Health Services Food Handling Permit.
 - Provide a current copy of above certificate to be submitted with your application.
 - Meet all Food Handling Requirements including labelling, 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 baked goods sold individually, transparent 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

24. Labeling Requirements - All food products **MUST** be labeled in compliance with CFIA standards. Nutrition Facts tables are not required at this time. It is the responsibility of the stallholder to ensure that their products are labelled in accordance with federal regulatory requirements

For further information please visit:

<https://www.inspection.gc.ca/food-label-requirements/labelling/industry/eng/1383607266489/1383607344939#>

Labels MUST include:

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

NAME OF PRODUCT
Ingredients: Sugars (fancy molasses, brown sugar sugar), wheat flour, vegetable oil shortening (soya and/or canola and/or corn oil, liquid whole eggs, salt, sodium bicarbonate, spices, color.
Contains: Wheat, egg, soy
Prepared on (Date) or Best Before Date _____
Store in refrigerator
Preparation instructions (if needed)

_____ Initials

25. Home Kitchen Vendors Labelling (in addition to above labelling requirements): As of June 1, 2020, all home kitchen vendors are allowed to sell **LOW RISK FOOD ONLY** at craft fairs and festivals.

Home prepared foods, including those sold at Farmers Markets will need to be clearly and appropriately labelled and must comply with the new labelling requirements in addition to existing Farmers Markets guidelines – see sample label.





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Please refer to the following fact sheet in regards to low risk home prepared food:
<https://open.alberta.ca/dataset/7981d37f-185e-496f-81ae-a935831635ca/resource/c462be1f-77ab-4409-bced-b29f3e5a37b7/download/health-low-risk-home-prepared-food-fact-sheet.pdf>

Home prepared foods MUST be labelled with a statement similar to: "Prepared in a home kitchen that is not subject to inspection – not for resale" This may be a separate line added to your label or as an extra label. All packages MUST contain this information.

Ingredients used in home kitchen prepared foods MUST be obtained from sources that are subject to inspection with the exception of fruits and vegetables and water used to prepare food must be safe to drink.

_____ **Initials**

26. 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**
27. All eggs must be refrigerated as per Alberta Health Services regulations and labelled "**UNINSPECTED**". Whole raw shell eggs must be clean and free of cracks. _____ **Initials**
28. 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**
29. 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
 - 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 _____ **Initials**
30. 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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31. 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

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

_____Initials

33. **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 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

34. Vendors who sell textiles (clothing, quilts, blankets, etc.) are required to label products for content (over 5%) and where they were made.

_____Initials

CODE OF CONDUCT

35. Vendors should be neat and clean in appearance and 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. Vendors will only use language and communication that is polite, respectful, and conscientious when interacting with anyone at the market.

_____Initials

36. Vendors may appropriately, calmly, and respectfully address complaints happening during Market time, concerning the market, its operation, and rules to the Market Manager in person first. Then a follow up with an email may follow which will be forwarded to the Board and Vendor Selection Committee. In addition, 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. The Market Manager will address Board members at the market, for guidance and advice, where deemed necessary. Issues will be discussed on date and time outlined by board members.

_____Initials

37. **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 may 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

38. 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

39. 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



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PERMISSIONS

40. 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**
41. 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 reserves the right to change, interpret and enforce these rules and regulations as deemed necessary to maintain consistency and individuality of the Market for the best of all served by the Market.

I have read and initialled ALL RULES AND REGULATIONS 1-40 _____ **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 of \$50** or removal from the market and that the decisions of the Sherwood Park Farmers Market Board are final and binding.

Name (please print): _____

Date: _____

Signature: _____

IMPORTANT NOTICE: All Applications must be completed in their entirety, signed, dated, rules and regulations initiated, completed, signed and witnessed waiver. Included all relevant documentation, including certifications and/or insurance forms, and copies of your labels, if applicable. I hereby certify that the information I have provided in this application is accurate and complete.

Date: _____

Signature: _____