

Slave Lake Farmers' Market

P.O. Box 190
Slave Lake, AB
T0G 2A0

780.849.3222

slavelakefarmersmarket@gmail.com



Vendor Rules & Regulations:

Notice to Vendors: You must initial and sign to indicate your understanding and acceptance, and submit this with your application.

The following Rules and Regulations (the "Rules") of the Slave Lake & District Chamber of Commerce Farmers' Market (the "Market") will be **STRICTLY ENFORCED**. Please retain a copy of these rules for your future reference.

1. All products sold at the Market must be homemade (handcrafted), home grown or home baked, as per the Alberta Agriculture requirements for Farmers' Markets where 80% of vendors are Albertans selling Alberta products which they, and immediate family member, a staff member or a member of a producer-owned cooperative or their staff have made, baked, grown or raised. **No wholesale, resale commercial retail or franchise business is permitted.** Exceptions to this rule will be assessed on an as required basis, and will not exceed 20% of the compliment of vendors. The only exception to this will be B.C. Fruit and seafood on an as required basis not to exceed 20% of the market compliment. _____ Initial
2. Vendors are responsible for ensuring that all their products sold at the Market conform to Alberta Agriculture requirements, Alberta Health Services (AHS) Regulations and Standard of Cleanliness, all federal, provincial and municipal legislation and the rules and Regulations of the Market listed in this document. All regulations and rules may be amended or replaced from time to time. Fruits and Vegetables imported from other provinces must comply with the Alberta Fresh Fruit and Vegetable Regulations. _____ Initial
3. Textile (clothing, quilts, blankets, etc.) products must be labeled for content and where they were made as per the textile Labeling Act and Regulations. For more information refer to the Guide to the Textile Labeling and Advertising Regulations available online at: <http://www.cb-bc.gc.ca/eic/site/cb-bc.nsf/eng/01249.html> _____ initials
4. Vendors with food products must review food preparation procedures with AHS. Dairy products such as whipping cream, cream or custard pies are not allowed unless accompanied by appropriate documentation from AHS, which must be displayed. All eggs must be refrigerated as per AHS regulations and labeled "UNINSPECTED" if applicable. All meat must be inspected and approved. _____ Initial

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5. Samples should be prepared at off site and must be wrapped or covered. All samples must be covered and have toothpicks in them, be in single serve cup or be served by the vendor; uncovered samples will be removed. Vendors providing samples must supply sneeze guards and garbage containers in a location easily visible and accessible to customers. _____ Initial
6. All vendors with food product must complete the Food Safety Course (Food Sanitation & Hygiene) and/or the Farmers' Market Home Study Food Safety Course conducted by AHS and provides a copy of certificate to the Market Manager and display in their stall. Vendors have 3 months to complete the course once entering the Market. ____ Initial
7. Processed food products must be labeled with the ingredients in each product. Ingredients should be in the order of the largest by weight to the least. Vendors must also show their name and contact information on the label or list, as well as other requirements set out in the Consumer Packaging and Labeling Act. The Canada Food Inspection Agency's Guide to Food Labeling and Advertising is available online: <http://www.inspection.gc.ca/food/labelling/guide-to-food-labelling-and-advertising/eng/1300118951990/1300118996556>. It is the vendor's responsibility to ensure the accuracy of the information that appears on their labels. _____ Initial
8. The sale of individual baked goods is not allowed at the indoor markets at the MRC. All baked goods sold must be on trays/platters in bags. This is part of our agreement for this space. _____ Initial
9. Only approved vendors may participate in the Market. Vendors may not loan, give, sublease or license the stall(s) assigned to them, including other vendors. _____ Initial
10. The Outdoor Market is a **RAIN OR SHINE** market. The outdoor market runs from 10:00am until 2:00pm. Set up begins at 8:30am and all Vendors must be ready to operate by no later than 9:50am. Food vendors must be set up by 9:30 in anticipation of review by AHS. ____ Initial
11. The Market may be shut down any time for safety reasons at the sole discretion of the Market Manager. Examples: Lightening or high winds. Fees are non-refundable. _ Initial

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12. Vendor may not sell any items to the public before 10:00am at the signal of the Market Manager, and must not leave before 2:00pm unless completely sold out of all products and where arrangements have been made with the Market Manager. __Initial

13. Vendors may cancel any reserved stall(s) before Thursday at 12:00pm prior to the Market day by emailing the Market Manager at slavelakefarmersmarket@gmail.com. **All cancellations must be done through the Market Manager.** No-shows or late cancellations will result in the requirement to pay the Market \$15 in damages in addition to the stall fee. ____Initial

14. Vendors may sell; sample, or display only permitted items as approved in their Market application for market dates. The Market reserves the right to inspect the stall(s) of a vendor to verify compliance with these rules and to require the immediate removal of any products from the stall(s) not approved for sale. Any proposed additions or changes to approved items require written application and approval of the Market. Vendors will not sell or offer for sale any item for which they have not received prior written approval from the Market. _____Initial

15. Stall assignment is at the SOLE DISCRETION of the site or Market Manager. Stall assignment will be decided based on market mix as well as other factors including, but not limited to, vendor attendance, customer traffic, special events, etc. The Market or Site Manager has absolute authority to make adjustments to the market layout as he/she sees fit. _____Initial

16. All vendors must supply their own equipment. This typically includes a 10 x 10 tent (that must be weighted down and secured) and a folding table. The entire display including signage must be contained within the 10'x10' allotted stall space unless additional stall space is approved by the Market Manager. Vendors are responsible for set up and take down of their stall, including but not limited to their tent(s), table(s) and products under the supervision of the Market Manager. _____Initial

17. Vendors are required to have a covering for their table(s), make their area aesthetically pleasing for customers and have their business name clearly displayed. __Initial

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18. Vendors must leave their stall area clean and remove all garbage from their stalls. Failure to do so will result in a fine of \$20 payable to the Market. Garbage cans provided at the Market are for the use of CUSTOMERS ONLY. _____ Initial

19. All vendor vehicles must be turned off during unloading and loading. Once unloaded, Vendors must park their vehicle off site prior to set up of their stall. Vendor vehicles not forming part of the market display must be parked off-site unless otherwise approved in advance by the Market Manager. _____ Initial

20. Stall fees for Indoor markets are \$20/8ft space/market. Stall fees for Outdoor markets are \$20 for the 1st 10'x10' space/market and \$15/additional space/market. Fees can be paid by Cash or Cheque, Cheques made payable to Slave Lake & District Chamber of Commerce to be paid the day of the market. ___ Initial

21. Vendors must 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. All fees are non-refundable. __ Initial

22. Vendors shall ensure that their stalls and any vehicles, equipment or other items brought on the Market site are operated in an entirely safe manner and do not create or present any health or safety concerns for other vendors or visitors to the Market, including young children. _____ Initial

23. Vendors are advised to hold adequate, valid commercial general liability insurance coverage. Insurance is available at a reasonable rate through the Alberta Farmers' Market Association: <http://www.albertamarkets.com> _____ Initial

24. All NSF Cheques are subject to a processing fee of \$40 and no future Cheques will be accepted unless certified. Vendor will be suspended from market until issue is resolved. _____ Initial

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25. As a concession food vendor, I must have a Food Handling Permit; I will provide a copy of my permit to the Market and will display my permit in my booth at all times. ___ Initial

26. Any Vendor complaints concerning the Market, its rules, operations or other concerns must be made in writing to the Market Manager. Any complaints that a Vendor believes have been unsatisfactorily resolved by the Market Manager, after providing the Market Manager with a reasonable time to respond and resolve the complaint, can be referred in writing to Slave Lake & District Chamber of Commerce, to the attention of: Laurie Renauer ___ Initial

27. The Market Manager coordinates the day-to-day market administration. The Market Manager is responsible for approving applications, assigning stalls, collecting fees, enforcing these Rules, and other matters related to the operation of the Market. In this regard, the Market Manager may issue warnings or cancel approvals. _____ Initial

28. Vendors are responsible to ensure that they comply with all applicable federal, provincial and municipal laws at all times, including but not limited to as they relate to health and safety. Vendors are responsible to ensure that they hold and maintain in good standing all required licenses and permits for their operations and products. _____ Initial

29. Vendors are fully responsible for any health or safety violations or unsafe circumstances that arise from the operation of their stall(s), their products, or their participating in the Market, including any injuries or loss of life. _____ Initial

30. Vendors must be at least 18 years of age or accompanied by an adult. ___ Initial

31. The 2017 Indoor Market schedule will be as follows: February 11th, March 11th, April 8th, May 13th, to be held at the Multi-Rec Centre; September 23rd, October 21st, November 18th, December 2nd & 16th to be announced. _____ Initial

32. The 2017 Outdoor Market will begin on June 16th and run every Friday until September 1st. The Market will be held at the MRC in the parking lot. _____ Initial

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I am eligible, have read, understood and agree that I will comply with all the Rules outlined above and may be amended from time to time.

Name (please print): _____

Date: _____

Signature: _____