



**2019 Downtown Camrose Market
VENDOR Registration
Thursday's from 4:30pm to 7:30pm
(Rain or Shine)
June 6th to Sept 19th, 2019**



780-679-6755
DowntownCamroseMarket@gmail.com
5051 50th St, Camrose Alberta T4V 1R3

Vendor Information:

Business Name: _____

Vendor Name(s): _____

Vendor Address: _____

Phone: _____ **Cell Phone:** _____

E-mail: _____ **Web site:** _____

Other markets you attend: _____



Dates: *Please indicate which dates you are interested in the box to the right of the date.
Preference will be given to vendors wishing to participate in the full season*

June 6
Opening Market

June 13

June 20

June 27

July 4

July 11

July 18

July 25

August 1

August 8

August 15

August 22

August 29


Sept 5

Sept 12

Sept 19
Final Market

Total # of Dates Attending: _____

New 2019 Pricing:

Please  check the box that applies to you!

- Space 10' x 10' - \$18/week early bird.** For this rate, you must pre-book 10 market dates

Note: Early bird pre-payment is due by **April 15, 2019.**

- Space 10' x 10' - \$20/week** if you pay after **April 15, 2019** - on/or before **June 6, 2019.**

Note: For this rate, you must pre-book 10 market dates.

- Space 10' x 10' - \$25/ week** for drop ins and week by week payments.

Note: With pre-booked or week to week we ask for pre-payment for your next weeks space.

- Space 10' x 20' - \$36/ week early bird. one business.** At this rate, you must pre-book 10 market dates. **Note** Early bird pre-payment is due by **April 15, 2019.**

- Space 10' x 20' - \$40/ week one business** if you pay after **April 15, 2019** - on/or before **June 6, 2019.** **Note:** For this rate, you must pre-book 10 market dates.

- Space 10' x 20' - \$50/ week one business** for drop ins and week by week payments.

Note: With pre-booked or week to week we ask for pre-payment for your next weeks space.

- Space 10' x 30' - \$50/week early bird. one business.** this rate, you must pre-book 10 market dates

Note Early bird pre-payment is due by **April 15, 2019.**

- Space 10' x 30' - \$54/week one business** if you pay after **April 15, 2019** - on/or before **June 6, 2019.** **Note:** For this rate, you must pre-book 10 market dates.

- Space 10' x 30' - \$75/ week one business** for drop ins and week by week payments.

Note: With pre-booked or week to week we ask for pre-payment for your next weeks space

Please see Refund policy within Rules and Regulations.... #11

I have included \$_____ for my space based on _____ dates that I will attend the market.

NOTE: All extra spaces will be at a cost \$25/ week *based on market availability from week to week*

Please check with the Market Manager for availability

SIGNATURE OF APPLICANT

DATE:

Please sign and date to indicate agreement of this application payment process

*If the market manager cancels any whole market date due to weather,
you will be given a credit for the cancelled date to be used next year.*

As an Approved Farmers' Market, the Downtown Camrose Market must qualify for the 100% vendor rule.

That means the Alberta product must be grown, produced, handcrafted, processed, or baked by you or an immediate family member or staff.

Product List / Description (provide a complete list of all items you intend to sell):

Product Information:

1. Do you **hand-make, bake, or grow (MBG)** your items? (answer for ALL ITEMS you would have on your table) YES NO Comment: _____

2. **MBG** in their entirety by you personally (all aspects by your hand) YES NO

3. **MBG** in part by you (provide details below) YES NO

If you answered YES, please answer the following

a) Are your items: **MBG** in their entirety in ALBERTA YES NO Other: _____

Provide brief description of where/how your products are made: _____

Photos: Please submit a **minimum of 3 photos with your application. Describe below:**

Photo 1: _____

Photo 2: _____

Photo 3: _____

NOTE: Any proposed additions or changes of your product line after your application has been accepted require approval from the market.

ATTENTION FOOD VENDORS:

According to Alberta Agriculture and Rural Development, it is now mandatory that all food vendors selling at Alberta approved farmers' markets complete the farmer's market food safety course. If you are a food vendor, **please include a copy of your certificate with your application.**

- 1. Have you completed Food Safety Training? YES NO
- 2. Farmers' Market Home Study? YES NO
- 3. Food Safe? YES NO

NOTE: Information provided on this form is utilized to select vendors/products that align with priorities established by the Downtown Camrose Market. The Downtown Camrose Market reserves the right to request additional information about your products, and reserves the right to verify vendor production by visiting the vendor operation. Vendors are encouraged to include additional information which may enhance your product description.

Rules and Regulations

- 1. You must **Make it, Bake it, Grow it, or Produce it** yourself in order to be able to sell it at our market.
- 2. Everyone must complete an application form annually.
- 3. The market has Liability Insurance for the farmers market. This insurance does not extend to vendors or their products. It is recommended that all vendors be covered with personal liability insurance. Food vendors must carry their own liability insurance.
- 4. All food vendors are subject to the Alberta Health Services Food Service Public Health Regulations governing Farmers' Markets. All food vendors must be certified for the handling of food, successful completion of the home study course is acceptable for those selling at an Alberta Approved Farmers' Market. Compliance is mandatory; it is not an option to be non-compliant.
- 5. **MANAGER OF THE MARKET:** Will or will not approve vendors using a quota system. If need be, the vendors complaint then will be presented to the Farmers Market Committee to be resolved.
- 6. Will be responsible for what vendors can bring into the market, and make sure each vendor understands the farmers' market rule. Introduction of new products to the market during the market season must be approved by the manager.

7. You must provide your own Tent, tables, chairs, tablecloths, and marketing materials.
8. Everyone has to set up and take down their own stalls. **(Setup starts at 3:00pm and no vehicles on the road after 4:00pm Please)**
9. Food Trucks / Trailers must fit in the space paid for. Hitch to bumper, all trailers must be unhitched for safety. Please mark hitch with an orange pylon.
10. No smoking in or around any tents, as we are dealing with food. Please move far away from the area if you must take a smoke break.
11. Manager of the market will have space available for vendors starting the new season. Every vendor is going to have "their" spot. New vendors can only utilize these spots if we know that the vendor who usually uses that space is not coming to the market that day. Please note that even if you have a regular spot, the manager has authority to change or move you if he/she sees fit.
12. You are responsible for providing adequate anchors for your awnings to prevent accidents from happening during adverse weather conditions.
13. Vendors are responsible for keeping their stall areas clean during and after the market hours.
14. **Market hours are from 4:30pm to 7:30pm and will start with one sound of the horn. Street will be closed from 3:00 to 8:30 giving time for setup and takedown.**
15. **In case of a storm the market may close early with three sounds of the horn. Pack up quickly and/or move to safety**
16. Vendors may NOT leave early as this looks unfavorably for the market and your business. Leaving early is also a safety issue and therefore is prohibited.
17. Vendors, who have sold out, must wait until the market closes before dismantling their stall. A SOLD-OUT sign must be placed on the empty table. Dismantling causes confusion, and no room to breakdown safely. So, we ask you to please respect those around you.
18. **Selling prior to 4:30pm is prohibited.** Please try to make it fair for all who are selling at the farmers market. Wait until the market hours have begun before selling. There will be a bell or horn to signify market opening.
19. Vendors are accepted into the market using a quota system, in order to insure that we have a variety of products for sale; and that the vendors get an adequate market share.
20. There will be no sub-letting of tables allowed.
21. B.C. fruit vendors will not, at any time, be allowed to sell vegetables or fruit grown by local producers.
22. Vendors are responsible for making sure market fees are delivered to the market manager every week unless paying upfront.
23. Vendor Complaints procedure/protocol is as follows: If there is a customer complaint, please direct them to speak with the market manager

- Vendors are asked to put any complaints that they have in writing, sign them, put them into an envelope; and give them to any member of the Board of Directors or to the Manager.
- The complaints will be addressed at the earliest possible time for a satisfactory resolution. 3 strikes rule will be in affect.
- It is not appropriate for vendors to voice their displeasure and complaints to the customers.
- The Manager will direct customer complaints and issues to the vendors in question, to resolve the situation as amicably as possible.
- Vendors should be neat and clean in appearance, and must conduct themselves in a professional manner always. 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 immediate dismissal from the market. Insubordination, the consumption of alcohol or drugs, and fighting during the market will be cause for immediate dismissal as well. No warnings are required nor are refunds given.

24. Vendors who have pre-paid and do not show up will not receive their money back unless it is an emergency and will be dealt with on a case by case basis.

25. Any vendor not complying with Rules, Regulations and policies may be expelled.

Please initial each item to indicate agreement.

I give **Downtown Camrose Market** permission to use pictures of my products or myself for advertising purposes.

I give consent to the **Downtown Camrose Market** to disclose my name and contact information to anyone inquiring about my products.

I understand that I am responsible for my own insurance while operating on the Camrose market site.

The Downtown Camrose Market, or employees of the entity, will not be held responsible for any damage to my equipment, produce, goods, property or vehicles, or for any of my activities.

I hereby certify that the information provided by myself on this application is accurate and complete.

I understand that I will be expelled from the market if I do not conform to the Rules, Regulations, Policies and Bylaws of the **Downtown Camrose Market**.

Please sign and date to indicate understanding and agreement of this application.

SIGNATURE OF APPLICANT: _____

DATE: _____