

ARDROSSAN FARMERS' MARKET VENDOR APPLICATION 2024

Personal Information

First Name: _____	Home Phone: _____
Last Name: _____	Bus. Phone: _____
Company Name: _____	Cell Phone: _____
Mailing Address: _____	City: _____
Province: _____	Postal Code: _____
Email: _____	Web Site: _____

Market Specifics for 2024

A. How many stalls (10x10ft) are you requesting? _____

Do you require a trailer with your market tent/booth? Yes No
 If yes, please add the dimensions: _____

Will you be using a generator at our market? Yes No

All generators must be low noise (TBD at the discretion of the Market Manager)

B. Check the dates you would like to attend:

Rate: \$25 per stall/per market

June	July	August	September
<input type="checkbox"/> 4	<input type="checkbox"/> 2	<input type="checkbox"/> 6	<input type="checkbox"/> 3
<input type="checkbox"/> 11	<input type="checkbox"/> 9	<input type="checkbox"/> 13	<input type="checkbox"/> 10
<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 20	<input type="checkbox"/> 17
<input type="checkbox"/> 25	<input type="checkbox"/> 23	<input type="checkbox"/> 27	<input type="checkbox"/> 24
	<input type="checkbox"/> 30		

C. All vendors attending the market must pay the annual Ardrossan Recreation & Agricultural Society (ARAS) membership fee of \$10 (non-refundable).

Do you give consent to the Ardrossan Recreation and Agricultural Society (ARAS) to disclose your name and contact information to anyone inquiring about your products? Yes No

ARDROSSAN FARMERS' MARKET RULES & REGULATIONS

Please initial by each line, by doing so you are agreeing to abide by these rules & regulations.

1. Vendor approval is at the sole discretion of the Market Manager. ____
2. Approved vendors may only sell approved products at the market. Any changes or additions to products, as described in the application form, must be approved by the market manager in advance of the market day. Used or flea sale items are prohibited. ____
3. Vendors are accepted into the market using a quota system in order to ensure that there are a variety of products for sale; and that the vendors get an adequate market share. ____
4. Vendors must always conduct themselves in a professional manner. Unprofessional conduct such as cleanliness of the vendor, the use of inappropriate language, insubordination, disrespectful behavior, smoking, the consumption of alcohol or drugs, will be cause for immediate dismissal from the market. No warnings or refunds will be given. ____
5. All vendors attending the market must pay the annual Ardrossan Recreation & Agricultural Society (ARAS) fee of \$10 (non-refundable). ____
6. It is recommended that all vendors carry liability insurance. ____
7. Market hours are from 4:30 p.m. to 7:30 p.m. on Tuesdays. Set up starts at 3:00 p.m. Vendors may not set up unless the Manager is on-site. ____
8. No vendor may sell any product to the public prior to the Market opening at 4:30 p.m., and no vendor may disassemble his/her stall prior to the 7:30 p.m. closing time. ____
9. Vendors may not leave early. If an issue does arise during market hours, this will need to be discussed with Market Manager. ____
10. 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. ____
11. Market stall allocation will be based on an overall market plan. Vendor spacing and placement is at the sole discretion of the market managers. Vendors are not guaranteed the same stall each week. The managers reserve the right to change vendor locations within the market at any time. Spacing requests may be made to the Market Manager, but requests will not necessarily be granted. ____
12. Vendors MAY NOT trade, loan, give or sublease the stalls assigned to them. Stalls may not be shared. Only one vendor may operate per stall, and only one business may operate per stall. ____
13. The market manager must be notified of cancellation of stalls a minimum of 48 hours prior to opening time market day. In the event of an emergency, vendors must call the market managers at the cell number provided. ____
14. Stall fees are non-refundable and must be paid to the market manager within 48 hours of your vendor application approval or by the Friday before the market date, which ever comes first. The market will no longer be accepting cash, payments need to be made by email transfer or cheques. No refunds will be given for cancellations. Exchange dates are at the discretion of the Market Manager. Vendors who are in arrears may be denied permission to set up by the Market Manager until all fees are paid. ____

15. If the field is too saturated the day of the market no vehicles will be permitted on site. If the market is cancelled due to weather or an emergency, vendors will not be refunded stall fees for that market day. ____
16. All equipment, displays, and signs must be placed within the allotted vendor space. ____
17. NSF cheques and any refunds given are subject to a \$25 processing fee. ____
18. Vendors are responsible for providing their own tables, tents, weights and display equipment. Tents must be 10' x 10', and tent weights must weigh a minimum of 20 pounds each and be placed on all four tent legs. The Market Manager reserves the right to take down tents without sufficient weights or in the case of extreme weather. ____
19. If there is a severe weather warning before the market starts, the market manager will postpone set up until after the warning has ended. If a warning occurs during the market and it appears the market would be impacted, the market will be cancelled, and vendors will have to quickly take down their stalls. ____
20. Vendors are responsible for cleanup of all garbage and recycling in their area upon the closing of the market. Vendors must dispose of their garbage off-site. ____
21. No animals are permitted to be in market stalls at any time. ____
22. Vendors are not permitted to smoke within the market area. ____
23. Vehicles may not be left running during market hours. ____
24. Generators must not interfere with other vendors and/or customers. ____
25. All products sold at the Ardrossan Farmers Market must comply with all regulations of Alberta Agriculture and Alberta Health Services. ____
26. All food products must have proper labelling as dictated by the Canadian Food Inspection Agency. The Market Manager reserves the right to remove items that do not have proper labels. ____
27. All food items and samples must adhere to health regulations set out by Alberta Health Services. The market manager reserves the right to inspect vendors' stalls and remove items that do not comply. ____
28. The Ardrossan Farmers Market reserves the right to visit vendors place of business. ____
29. All cosmetics being sold at the market must comply with Health Canada regulations. ____
30. The Market Manager will direct customer complaints and issues to the vendors in question, to resolve the situation as amicably as possible. ____
31. If a vendor does not follow the Ardrossan Farmers Market rules, regulations and policies, the market manager will issue a verbal warning. A second occurrence will warrant a written warning. A third occurrence will result in notice of expulsion from the market. Appeals of the notice of expulsion must be made in writing to the Ardrossan Recreation and Agricultural Society (ARAS) within 10 days of receipt of the third warning and shall be considered by the Ardrossan Recreation and Agricultural Society (ARAS) in accordance with its policies and procedures. During the appeal process, the vendor under review will be prohibited from attending the market. ____

32. Vendor Complaints procedure/protocol is as follows:

- Vendors are asked to put any complaints that they have in writing, sign them, and give them to any member of the Board of Directors or to the market manager. _____
- The complaints will be addressed at the earliest possible time for a satisfactory resolution. _____
- It is not appropriate for vendors to voice their displeasure & complaints to customers & other vendors. _____

DECLARATION

By my signature, I declare the information on this form to be complete and accurate and I agree to pay the rates as set out in this document. **I HAVE READ THE MARKET POLICIES PROVIDED TO ME WITH THIS APPLICATION FORM AND AGREE TO FOLLOW ALL REGULATIONS DESCRIBED THEREIN AS WELL AS TO MAKE EVERY EFFORT TO BE IN FULL COMPLIANCE WITH ALL APPLICABLE FEDERAL AND PROVINCIAL LEGISLATION.** I understand that not all applicants are granted space at the Farmers' Market and that it is the right and responsibility of the Farmers' Market to decide allocation of space.

In consideration of being allowed to operate a stall at the Ardrossan Farmers Market, we the undersigned hereby agree to the following:

To Waive any and all claims that we,

Applicants Name: _____

Business Operating Name: _____
(the "Vendor")

herein agrees to waive any and all claims that we may have against the Ardrossan Recreation and Agricultural Society (ARAS), the Ardrossan Farmers Market, Strathcona County and their directors & officers, employees, agents, representatives and volunteers (the "Indemnified Parties").

To release the Indemnified Parties 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 Ardrossan Recreation and Agricultural Society, Strathcona County and the Ardrossan Farmers' Market by the Vendor, their family, their employees and/or volunteer participants.

To hold harmless and indemnify the Indemnified Parties 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 on a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held on the facilities of the Ardrossan Recreation and Agricultural Society, Strathcona County and of the Ardrossan Farmers' Market, for the 2021 market season.

Notice of Collection: The personal information collected on this form will be used to manage the Ardrossan Farmers' Market and will only be shared with those individuals responsible for managing and sponsoring the market as well as with the Farmers' Market Specialist with Alberta Agriculture and Forestry. If you have any questions about the collection and use of your information, please contact the Market Manager at 780-901-3388.

We, the undersigned hereby acknowledge that we have read the forgoing and understand its content, import, and meaning.

Applicants Name: _____

Business Operating Name: _____

Ardrossan Farmers Market Vendor Application 2024

Signature of Applicant: _____

Application Date: _____

Signed Waiver must be returned with the application form.

Mail to: 60 First Avenue, Ardrossan Alberta, T8E 2A2

Email to: ardrossanfarmersmarket@gmail.com

Cheques should be made payable to: Ardrossan Recreation and Agricultural Society

Email Transfers can be sent to: aras.treasurer@gmail.com

Note: A password is no longer required, but please add your business/vendor name, customer name and which farmers market dates you are paying for in the notes section of the eTransfer.

For inquiries, please call Market Manager at 780-257-6411 or email ardrossanfarmersmarket@gmail.com

ACCEPTED VENDORS WILL BE REQUIRED TO CONFORM TO ALL RULES, REGULATIONS, POLICIES AND BYLAWS OF THE ARDROSSAN FARMERS' MARKET.

Upon review of all applications, vendors will be notified about acceptance into the market and approval of products. Within 48 hours of this approval all vendor fees need to be paid in full.

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, it is 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.

Please keep this page for your records and return all other pages to the market.