

# Millwoods Farmers' Market 2018 Vendor Application

June 7 - September 27, 2018

## Personal Information

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Personal Name: \_\_\_\_\_

Rural Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Social Media

Can your name, photo, phone number, social media be given to customers, posted on the Market website, used in media, and electronic advertising? Yes \_\_\_\_\_ No \_\_\_\_\_

Phone number: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Twitter: \_\_\_\_\_

Please write a few sentences to describe your business for the "Vendor Information" section of our website. \_\_\_\_\_

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## Fees

\*Note: 1 stall is 10 feet wide

\*Note: Maximum 4 stalls/ vendor

\*Season is June 7 - September 27, 2018

\*Please make cheques payable to "Millwoods Farmers' Market Society"

Full Season (paid in advance)

\$380/stall

I require \_\_\_\_\_ stall (s) x \$380 \$ \_\_\_\_\_

Daily Stall (subject to availability)

\$25.00 per \_\_\_\_\_ stall (s) \$ \_\_\_\_\_

Membership Fee

ALL vendors are required to be members \$ **10.00**

Total Enclosed \$ \_\_\_\_\_

Date you expect to start at this year's market: \_\_\_\_\_, 2018

Please check off dates you are attending the market. Seasonal please mark any vacations.

June	July	August	September
7 ___	5 ___	2 ___	6 ___
14 ___	12 ___	9 ___	13 ___
21 ___	19 ___	19 ___	20 ___
28 ___	26 ___	23 ___	27 ___
		30 ___	

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### Millwoods Farmers' Market Society Stallholders Guidelines

- **All vendors must accept market bucks.** \_\_\_\_
- Market goes rain or shine or snow so be prepared! Stall fees are non-refundable. \_\_\_\_
- Stall holders must conform to Public Health Regulations and Standards of Cleanliness. \_\_\_\_
- Market open to the public on Thursday from 5:00 p.m. until 8:00 p.m. **No selling to public before the opening bell.** Only exception is selling to fellow vendors. All vendors must remain until closing time or closing bell. On penalty of expulsion by the Board of Directors. \_\_\_\_
- **Vehicles must be in place by 4:00 p.m.** \_\_\_\_
- Vendors should be neat and clean in appearance and conduct themselves in a professional manner. No profanity will be tolerated. Vendor's company name should be clearly displayed at the stall. \_\_\_\_
- Vendors shall accept all executive decisions by the board and the market manager as law and abide by these rules. Failure to comply will result in expulsion and forfeit any fees for the night/season. \_\_\_\_
- Vendors will be penalized an additional days rent per stall if absent from the market unless advance notice is given to the market manager by **Tuesday 5 p.m.** of that market week. \_\_\_\_
- Not letting the Manager know Vendor cannot be in attendance twice will result in the expulsion of the vendor with **NO** refund of fees. \_\_\_\_
- All products should be of high quality. Inferior quality products noted by customers or others may result in the vendor being expelled from the market, after being forewarned. \_\_\_\_
- All products must conform to Alberta Health Services regulations and standards. \_\_\_\_
- Food vendors must comply with the Federal food labelling guidelines (Consumer Packaging and Labelling Act). \_\_\_\_
- All vehicles must be turned off while at market, even when loading or unloading including loud refrigeration units and generators. All generators must be buffered and not disturb the market. \_\_\_\_
- No pets are allowed in the vendor's vehicle. \_\_\_\_
- No smoking allowed. \_\_\_\_
- All vendors are responsible for the cleanliness of their stall. Surrounding area to be swept clean after every market day. Bring your own equipment. Garbage containers for sweepings provided. Failure to comply is subject to penalty. \_\_\_\_
- All vendors must bring their own tables, complete with suitable covering. \_\_\_\_

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- All food vendors require a tent and must display a food safety certificate. \_\_\_\_
- Vendors will conduct direct sales of products grown, produced or hand crafted by themselves as per market slogan. \_\_\_\_
- All new products to be approved by Vendor Committee. \_\_\_\_
- B.C. fruit vendors may only sell fruit grown in British Columbia. No exceptions. B.C. fruit vendors must produce proof of origin/receipt(s) which includes name and address of seller and date, on demand to prove origin. \_\_\_\_
- B.C. fruits only sold when local fruit not available. B.C. fruit vendor is allowed to sell product the week local product becomes available if one weeks notice is not given by the market to the B.C. fruit vendors. No notice is necessary once local product is visible.
- Cosmetics vendors must have appropriate forms filled in with Health Canada (Cosmetics Notification form) and products must be produced with good production practices. \_\_\_\_
- All vendors must be members of the Society. \_\_\_\_
- Interpretation of the guidelines is up to the discretion of the manager. \_\_\_\_

**I have READ and INITIALED all guidelines and will abide by the rules  
and regulations of the Market**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**All vendors must have their own insurance.**

Western Financial in Vegreville offers economical rates for AFMA members. Contact Gail Smook 1-855-232-2004

Food vendors must complete a Food Safety Course or the Farmers Market Home Study course <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-home-study-farmers-market.pdf>

I agree to do my utmost to support and promote the market and will abide by the rules and regulations of the market which I have read.

The Market reserves the right to limit items offered.

All items **MUST** be approved by the Vendor Committee. Any addition or changes to approved items requires prior approval from the Vendor Committee.

Applications ***will not*** be considered unless all necessary paperwork is accompanied with the application.

- Completed Market Application including signed Guidelines.
- Proof of Insurance for all vendors.
- Copy of Farmers Market Home Study or Food Safety Course for food vendors.
- Personal Copy of Application and Guidelines for Personal Documentation before submission.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Millwoods Farmers' Market  
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Facebook: Millwoods Farmers' Market  
Instagram: @millwoodsmarket

Office use only

Application received: \_\_\_\_\_ Approved: \_\_\_\_\_

Food Safety course/Farmers Market home study course: Yes No Expiry date \_\_\_\_\_

Insurance: Yes No