

Millwoods Farmers' Market 2017 Vendor Application

June 1 - September 28, 2017

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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Business Information

Health Permit # (if applicable): _____

Authority: _____

What do you want to sell at the Millwoods Farmers' Market? All products must be listed.

Do you personally grow, raise, produce, or make the unique product offered?

Yes _____

No _____ (If "No" name sources below)

Fees

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*Note: 1 stall is 10 feet wide

*Note: Maximum 4 stalls/ vendor

*Season is June 1 - September 28, 2017

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

Full Season (paid in advance)

\$380/stall

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

Partial Season (paid in advance) Once per season

Six *consecutive* weeks = \$135/stall

I require _____ stall (s) x \$135/stall \$ _____

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: _____, 2017

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

June	July	August	September
1 ___	6 ___	3 ___	7 ___
8 ___	13 ___	10 ___	14 ___
15 ___	20 ___	17 ___	21 ___
22 ___	27 ___	24 ___	28 ___
29 ___		31 ___	

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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. ____
- Set up may begin **no earlier** than 3:30. Vehicles must be in place by **4:15.** ____
- 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 5pm** of that market week. ____
- Not letting the manager know that 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 labeling guidelines (Consumer Packaging and Labeling 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. ____
- 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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Waiver

In consideration of being allowed to use the facilities of the Millwoods Farmers Market Society and the Millwoods Farmers Market located at the City of Edmonton Millwoods Recreation Center parking lot at 28 Avenue and Millwoods Rd NW, Edmonton AB, we the undersigned hereby agree to the following:

To Waive any and all claims that we,

NAME (all participating vendors)

BUSINESS (operating) name

may have against the Millwoods Farmers Market Society and the Millwoods Farmers Market located at the City of Edmonton Recreation Center parking lot at 28 Avenue and Millwoods Rd NW, Edmonton AB., 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 Millwoods Farmers Market Society and the Millwoods Farmers Market located at the City of Edmonton Millwoods Recreation Center parking lot at 28 Avenue and Millwoods Rd NW, Edmonton AB, by the above named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify Millwoods Farmers Market Society and the Millwoods Farmers Market located at the City of Edmonton Millwoods Recreation Center parking lot at 28 Avenue and Millwoods Rd NW, Edmonton AB, 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 Millwoods Farmers Market Society located at the City of Edmonton Millwoods Recreation Center parking lot at 28 Avenue and Millwoods Rd NW, Edmonton AB, throughout 2017.

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

Participant's Name _____

Business Operating Name _____

Participant's Signature _____

Witness's Signature _____

Date Signed _____

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Signed Waiver must be returned with application form or proof of liability insurance must be sent in lieu of waiver.

As a Vendor I am responsible for my own liability insurance while operating on the Millwoods Farmer's Market Site. If I have no liability insurance, I have signed the waiver form.

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.

Please sign both application and vendor guidelines and include:

Proof of insurance for all vendors.

Liability waver must be signed and attached if no insurance. Must be witnessed.

Copy of Farmers Market Home Study or Food Safety Course for food vendors. This MUST be supplied or you cannot be in the market.

Please make a copy of this application and vendor guidelines for your records before submitting it.

Signature: _____ **Date:** _____

Millwoods Farmers' Market

Eila Jaksa

2118 40 Street NW

Edmonton, AB T6L 2P8

780-461-0619

millwoodsmarket@hotmail.com

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 Waiver