



RULES AND REGULATIONS DECLARATION AGREEMENT

The Coaldale Chamber of Commerce reserves the right to deny any vendor space and may require vendors to leave the market in the event that the said vendor fails to or refuses to abide by the following rules and regulations set out below.

- Vendors will not be spaced without:
 1. Payment
 2. Completed & Signed Contract
 3. Copy of Liability Insurance (if applicable)
 4. A Complete List of All Items Being Sold
 5. Food Handling Permit (if applicable)

Payment Details

- Vendor payment is due at the time of Registration. NO Refunds will be given at any time.
- Payments can be made via the following methods.
 - E-transfer to info@coaldalechamber.com.
 - Cheque made out to the Coaldale Chamber of Commerce: memo Farmers' Market.
 - Credit card by calling 403-345-2358.
- After payment has been received by the Coaldale Chamber, your contact information will appear on our exhibitor lists. By signing the rules and regulations sheet, you give permission to the Coaldale Chamber to give out your information on the exhibitor lists and to distribute these lists as the Market Manager deems appropriate.

Initials _____

Vendor Booth Details

- No vendor shall be granted more space than the space paid for.
- Vendors are responsible for containing their materials in the 10' x 10' space provided.
- Vendors are responsible for supplying their own tables and others display materials.
- Vendors may choose to bring their own tent but they cannot be larger than 10' x 10' and must be weighted down. (Market takes place on a concrete surface).
- No vendor shall bring a generator or power device of any kind.
- Vendors must visually display the following information printed on an 8.5 x 11 sheet of paper and prominently displayed. This display will be supplied by the Farmers' Market.
 - A business name, personal first and last name, and phone number and/or email address. Business cards are not sufficient.
 - A statement that the food is prepared in a home kitchen that is not subject to inspection.
 - A statement that the food is not for resale.
- Vendors are responsible for keeping their booth clean and tidy during and after the market.
- Vendors are responsible for providing their own clean up after the Market.
- No overnight security will be provided for back-to-back events.
- Subletting and sharing of booth space will not be permitted without Market Manager approval.
- Rain or shine clause: In the event of significant rain, storm or wind warning, the Farmers' Market may be either moved indoors to Civic Square Plaza or cancelled. Connect the Coaldale Chamber of Commerce Facebook page for up-to-date details concerning inclement weather notices. In the case of cancellation, refunds will not be issued.

- Parking info: Street parking available
- Restroom are located in the civic plaza kiosk and the adjacent to the Civic Square Atrium.
- Propane cylinders are prohibited.
- **Setup may begin two hours prior to the event.**

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Vendor Behavior Policies

- Vendor selling to commence at advertised start time.
- Vendors are to commit to participating during the entire time advertised time frame and may not leave until the market is over.
- Multiple vendors may sell similar or like products, provided they meet all market requirements.
- Children under the age of 18 are allowed to attend, provided they are accompanied by a parent, guardian, or responsible adult over the age of 18. All accompanying adults are responsible for the supervision and appropriate behavior of any children in their care throughout the event.

Product Details

- Vendors must provide a list of products or goods that will be sold at the Farmers' Market.
- New products to be introduced must be requested in writing and approved by the Market Manager, at least one week prior to the market date.
- Vendors must include a list of ingredients and allergens on all food products being sold.
- All producers must display grade (if applicable), date packaged and best before date on their product.
- Weighed items must be weighed on a scale that has been inspected and approved by federal authorities. The inspection sticker "legal for trade" must be displayed on the scale.
- Previously frozen products must be labeled with the original date of freezing.
- Prices must be displayed visually for all products. There will be no price undercutting among the vendors.
- Vendors may offer a discount to volume buyers only.
- In the case a vendor sells out, they must display a professional sold out sign and leave their table covered until the end of the market. However, vendors are expected to provide enough product to last throughout the market.
- Vendors are expected to stand behind the quality of their products by offering a full product guarantee. If a customer is not satisfied, the vendor must provide a replacement or a full refund.

Certifications

- Certification must be included with contracts (if applicable)
 - Certification of Government Inspected Meats.
 - Certification of Organic Products.
 - Town of Coaldale Truck Vendor Declaration.
 - Alberta Food Safety Basics Interactive Course certificate. (more info on next page)
 - Food Handling Permits - every vendor who handles food will need to be certified. Food Handling Courses are offered by Alberta Health Services and are free of charge.



Alberta Food Safety Basics for Farmers' Market

- Free course.
- Register and complete on-line program.
- Download certificate and save for your files.

<https://www.albertahealthservices.ca/eph/page3151.aspx>

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Legal information

- The sale of food products in the Coaldale Chamber Farmers' Market is strictly controlled by Alberta Health Services. Information can be obtained by calling your local AHS office.
- The Public Health Act Food Regulations will be adhered to.
- No raw milk products in accordance with Federal Law.
- No internationally imported fruits or vegetables will be permitted.
- Raffle draws, free draws and other draws must be approved by the Market Manager.
- No smoking within the outdoor/indoor facilities.
- No signage representing the Coaldale Chamber Farmers' Market and it's sponsors, nor the Town of Coaldale, can be covered or removed.
- No Animals (Service animals are permitted)
- Offensive behavior displayed to either fellow vendors, members of the public, Farmers' Market staff Town of Coaldale staff or volunteers will not be tolerated.
- The Coaldale Chamber of Commerce reserves the right to make changes, additions, or deletions to the Coaldale Chamber of Commerce Farmers' Market contract at any time.
- The Coaldale Chamber deems the right to deny any vendor space.
- Any infraction to Farmers' Market rules and regulations by the vendor may result in immediate dismissal at the Market Manager's discretion.
- The Market Manager has full control of operations and conducts in the market.

Insurance information and requirements

- In the event that a vendor damages or causes to be damaged, any property or equipment belonging to the Coaldale Chamber of Commerce or the Town of Coaldale, the Coaldale Chamber of Commerce may repair the damage and charge the cost to the vendor.
- The Coaldale Chamber of Commerce is not responsible for any lost, damaged, or stolen property.
- If you're selling food at the market, personal liability insurance is strongly encouraged. It's all about keeping things safe for you and your customers. Selling handmade or non-edible items? While insurance isn't mandatory, we highly recommend it to protect your products and give you peace of mind.
- Secure insurance by visiting vendorpolicy.ca, and provide us with a copy of your certificate.

RULES AND REGULATIONS: VENDOR AGREEMENT DECLARATION

I, the undersigned, hereby acknowledge that I have read, understood, and agree to abide by all rules and regulations as outlined above. I further agree to comply with any updates or amendments to these rules as may be communicated by the Coaldale Chamber of Commerce Farmers' Market. My signature below confirms my commitment to uphold these terms throughout my participation.

Vendor Name: _____

Signature: _____ Date: _____