



## EVENT APPLICATION FORM

### VENDOR INFORMATION

Vendor Name: \_\_\_\_\_ Market Event Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

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

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

Items are Made, Baked, Grown or Produced in Alberta? \_\_\_\_\_ YES \_\_\_\_\_ NO

#### Vendor Booth

Per event \$30.00 x \_\_\_\_\_ = \$ \_\_\_\_\_ OR Season Pass (7 events) \$180.00. \$ \_\_\_\_\_

#### Food Trucks

Per event \$20.00 x \_\_\_\_\_ = \$ \_\_\_\_\_ OR Season Pass (7 events) \$120.00. \$ \_\_\_\_\_

Will you providing any draws at your booth \_\_\_\_\_ YES \_\_\_\_\_ NO

Provide draw details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OFFICE USE ONLY

#### Farmers' Market Representative Approval

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PAID \$ \_\_\_\_\_ Payment Type: \_\_\_\_\_ Date: \_\_\_\_\_

- Payment Processed
- Rules and Regulations Declaration Agreement
- Farmer's Market Product Declaration
- Vendor Marketing Services

- Copy of Liability Insurance (if applicable)
- Copy of Waiver of Liability (if applicable)
- Food Handling Permit (if applicable)
- Food Truck business license (if applicable)

The personal information requested on this is being collected for office purposes only and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you any questions about the collection, contact our FOIP Coordinator at (403)-223-5500.



## 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@coaldalefarmersmarket.com](mailto:info@coaldalefarmersmarket.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 with 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.**

Initials \_\_\_\_\_

## 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 Food Truck Vendor business license.
  - 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>

Initials \_\_\_\_\_

## 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](http://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: \_\_\_\_\_



# FARMERS' MARKET



## VENDOR PRODUCT DECLARATION

### General information

- 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.

### Product Sold

List all products. You must indicate which items are purchased from other producers.

**NOTE:** To introduce new items not listed below, please contact the Market Team ahead of time.

I certify that I personally make, bake, grow or raise all products in Alberta.  YES  NO

---

---

---

---

### Meat Vendors

Are you the primary producer of the meat for sale? (Raised on your land)  YES  NO

Land Location \_\_\_\_\_

### Fruit and/or Vegetable Vendors

Are you the primary producer of the fruit for sale? (Grown on your land)  YES  NO

Land Location \_\_\_\_\_ Total Acres \_\_\_\_\_

Are a third party seller of produce which you buy from other orchards and or berry co-ops.  YES  NO

You must indicate which items are purchased from other producers. Please include the name of producer and land location.

---

---

Vendor Name: _____
Signature: _____ Date: _____



Coaldale Chamber of Commerce

# FARMERS' MARKET



## VENDOR or FOOD TRUCK MARKETING

The Coaldale Chamber of Commerce Farmers' Market wants to help you promote your business or services, for when you are at the market and beyond. To help us with marketing your business, please provide us with some details.

Vendor Business Name:

---

Brief service or product summary (20 words Maximum):

---

Tell us your story (using 50 words or less):

---

---

---

---

---

---

---

---

---

---

General Feature Image: A visual representation of you along with your goods and services.

Products or services Image: Three images representing your products or services. Remember to name the image of the product or service.

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

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

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

Email Photos to [info@coaldalefarmersmarket.com](mailto:info@coaldalefarmersmarket.com).



## WAIVER OF LIABILITY AND INDEMNITY, ASSUMPTION OF RISKS

### VENDOR INFORMATION

Vendor Name: \_\_\_\_\_ Market Event Date: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**BY SIGNING BELOW YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.**

***PLEASE READ CAREFULLY!***

### Waiver of Liability and Indemnity

The Participant agrees to hereby hold harmless and indemnify the Coaldale Chamber of Commerce, the Coaldale Chamber of Commerce Farmers' Market and the Town of Coaldale, its employees, volunteers and/or other participants for any /all liability for any property damage or personal injury to any third party resulting from participation in this Program. The Participant hereby further agrees that the Coaldale Chamber of Commerce, the Coaldale Chamber of Commerce Farmers' Market and the Town of Coaldale, it's employees, volunteers and/or other participants shall not be liable, either directly or indirectly, for any claims, or any damages, costs and expenses, including but not limited to personal injury, death, property damage or lost or stolen property, arising from or connected with participation in any activity contemplated by this Agreement, whether or not such injury, damage or loss occurred as result of any negligence, negligent misrepresentation, breach of statutory duty, breach of the Occupiers Liability Act and/or breach of contract on the part of the Coaldale Chamber of Commerce, the Coaldale Chamber of Commerce Farmers' Market and the Town of Coaldale, its employees, volunteers and/or other participants.

### Assumption of Risks

Participation in the Coaldale Chamber of Commerce Farmers' Market incurs various risks, dangers and hazards which all participants are required to assume. (These relate to your Product, Merchandise, Vehicle, Tent, Table and any other Display Equipment.) The Participant hereby freely accepts and fully assumes all such risks, dangers and hazards and the possibility of personal injury, death, property or loss resulting therefrom.

I HAVE READ THE WAIVER OF LIABILITY AND INDEMNITY, ASSUMPTION OF RISKS, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

\_\_\_\_\_  
Signature of Participant Representative

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Date

### Definition - Assumption of Risks by Self Insurance:

The term self insurance means that you assuming all risks by not insuring yourself against suit for any claim that may be brought against you as a result of your Product, Merchandise, Vehicle, Tent, Table And Any Other Display Equipment. By not having insurance, you are accepting personal financial responsibility for these claims.

I acknowledge that I understand self insurance: \_\_\_\_\_

(signature of participant)



## CONCESSION BUILDING – NON-PROFIT BOOKINGS

### VENDOR INFORMATION

Non-Profit Organization: \_\_\_\_\_ Market Event Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

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

### General information

- Kitchen amenities include a sink with running water, an industrial fridge, and electrical outlets.
- The kitchen is stocked with very basic sink supplies such as dish soap, sanitizers and industrial paper towels.
- The kitchen is not stocked with dish clothes, towels, and sponges, nor high-end paper towels.
- Roasters, electric fry pans and popping corn machines are permitted.

### Requirements

- Groups interested in applying for concessions will be treated like a vendor and will need to fill out forms related to becoming a vendor. (Event application Form, Rules and Regulations, and Waiver of Liability. Vendor Marketing is optional but strongly encouraged.
- If you are selling food products that may be considered volatile, it's is strongly encouraged that you purchase insurance ([coaldalefarmersmarket.com/vendors](http://coaldalefarmersmarket.com/vendors)).
- One adult person in charge must take the Alberta Food Safety Basics for Farmers' Market, a free course available online, and ensure that food safety is being adhered to. This person must be present at all times.

### Product Sold

List all products which you intend to sell (e.g., pop, water, gatorade, chocolate bars, candy bags, pop-corn, taco-in-a-bag, etc).

---



---



---



---



---



---

### Ticket Sales & Prizes

Provide full details if you intend to sell tickets for items such as raffles, 50/50, events, or prize give-a-ways.

---



---



---



---