

Sherwood Park & District Chamber of Commerce

100 Ordze Avenue, Sherwood Park, Alberta, Canada T8B 1M6

Tel: 780-464-0801 Toll Free: 866-464-0801 Fax: 780-449-3581

Email: admin@sherwoodparkchamber.com Website: www.sherwoodparkchamber.com



**Farmers'
Market**

Join us for the County Farmers' Market!!!

If you make it, bake it or grow it, the Saturday Farmers' Market in Sherwood Park is the place for you to sell your wares!!!

- What?** In response to numerous requests for a Saturday Market, the Sherwood Park & District Chamber of Commerce has launched a Saturday Market, starting **July 5 through September 27.**
- Where?** At the Chamber Building Parking Lot, at the corner of Wye Road & Ordze Ave (first set of lights at the east end of Sherwood Park Freeway). This high traffic/high visibility location brings out the public!
- When?** Every Saturday morning, from **10am to 3pm.** Vendors must be on-site by 9:30 and all delivery vehicles removed from lot no later than 9:45.
- Why?** Many residents have identified that they wish to have a Saturday Market in Sherwood Park/Strathcona County, rather than traveling to St. Albert or Old Strathcona.
- How?** Contact **Rachel Pugh** at the Chamber Office at **780-298-4159** or by emailing students@sherwoodparkchamber.com to reserve your space. The Chamber will provide you with an 11' x 10' stall. **Vendors are responsible for their own tables and equipment. LIMITED Power** is available only for those that require refrigeration for their product. In return for your commitment to this market, the Chamber guarantees to effectively promote this market through the media and on-site signage to build customer traffic.
- How Much?** Fees are \$16/week plus GST, payable in advance of every market. For those that wish to commit and pay in advance for the entire 13 weeks **PRIOR** to the first market, the fee will be reduced to \$11/week. A cheque for \$143 plus GST, payable prior to the first market on July 5, is required to guarantee the lower "all season" rate. Stalls will be reserved on a first come, first serve basis and guaranteed only after full payment has been received.
- The Details:** See attached information for complete rules, regulations & policies. The Sherwood Park & District Chamber of Commerce County Farmers' Market is accredited by Alberta Agriculture.

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SHERWOOD PARK AND DISTRICT CHAMBER OF COMMERCE

2008 COUNTY FARMERS' MARKET

Rules and Regulations

1. Products must be homemade, (i.e. personally hand-crafted) (**No wholesale or resale or commercial retail permitted**).
2. Products must be homegrown, (i.e. grown on own acreage) (**No wholesale or resale or commercial retail permitted**).

BC Fruit vendors may only sell BC Fruit (excluding tomatoes), not fruit from California or other areas. However, if there is locally grown fruit or produce available, BC fruit vendors are prohibited from selling the same product. Non-Alberta tomatoes are prohibited. BC fruit vendors must have inspection slips available at each market. BC grown vegetables, including peppers and greenhouse produce, are not permitted.

3. Vendors are approved based on the items indicated on the application form and as such may sell only items approved on their application form. Any changes or additions to product lines must be approved by the market administration **IN ADVANCE**.
4. Vendors obtain the right to use the assigned stall(s) and are responsible to either use the space, or to provide advance notice that the space will not be utilized for a specific date or dates. No refund will be issued for non-usage of stall(s).
5. Vendors **MAY NOT** set up before barricades are in place at each end of the market and stalls must be taken down and off the road before barricades are removed. No stall, table, vehicle, etc. may be on the road before or after barricades are set up or removed. (Barricades will be erected between **9:00 A.M.** and **9:45 A.M.** and taken down between **3:00 P.M.** and **4:00 P.M.**)
6. Vendors are required to be in their stalls by **9:45 A.M.** each market day. Stalls that are vacant after **9:45 A.M.** may be reassigned to another vendor by the market administration.
7. No vehicles may be operated in the lot after **9:45 A.M.** or before **3:00 P.M.** Late vendors are required to check in at the Chamber office, and if the stall has not been reassigned, must carry product to the stall. Sold out vendors may not leave before **3:00 P.M.** (Display a sold out sign and take down stall after market closes.)
8. Vendors **MAY NOT** loan, give or sublease the stall(s) assigned to them.
9. Any ownership change of business, at any time, requires a new application for vendorship.

10. Baking and all other foods must be properly covered, kept at proper temperatures, and displayed on tables that are covered with a tablecloth. All foods except those sold at concessions (including individual servings) must be wrapped in new plastic as set forth by the Alberta Provincial Board of Health. Crafts and non-food items may be bagged in used bags.
11. All prepared food items must clearly state the vendor's name and address (may be market address i.e. stall #83), ingredients and size (weight, count, volume as necessary) as set out by Agriculture Canada.
12. **All food vendors are responsible to know and comply with all applicable health regulations.**
13. Beverages & single servings will only be sold at concessions.
14. Public selling begins at **10:00 A.M.** sharp and **NO EARLIER**. This excludes vendor to vendor sales. Concessions are permitted to sell prior to 10:00 A.M.
15. Concession signs promoting prices, products etc, may only be placed within five feet in front of stall.
16. Vendors providing samples or operating concessions must supply garbage containers in location easily visible and accessible to customers.
17. Vendors must remove all garbage including bags, boxes, and refuse from produce. Garbage cans provided in the market are for the use of **CUSTOMER ONLY**.
18. **All vendors must meet all health and fire regulations.**
19. **Stall rentals are 100% non-refundable unless the Chamber terminates the rental agreement. In the event the Chamber terminates the rental agreement, a refund for any advance rental payments paid by the vendor will be issued within seven days.**
20. **The Chamber reserves the right to reject any application without reason. In addition, the Chamber, at its sole discretion, may terminate stall rentals to any vendor at any time throughout the season without advance notice or reason given.**

FAILURE TO COMPLY WITH MARKET RULES & REGULATIONS MAY RESULT IN ONE OR MORE OF THE FOLLOWING OUTCOMES:

- a written warning &/or
- Loss of permanent or weekly stall(s).

ALL DECISIONS MADE BY THE CHAMBER FARMERS' MARKET MANAGER ARE FINAL. NOTE: THE SHERWOOD PARK CHAMBER OF COMMERCE RESERVES THE RIGHT TO CHANGE, INTERPRET, AND ENFORCE THESE POLICIES AND GUIDELINES AT ANY TIME.

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2008 COUNTY FARMERS' MARKET VENDOR APPLICATION

Please complete entire form (please print).

You will be notified by phone or in writing of your acceptance into the market.

Contact Person (s): _____

Business Name: _____

Mailing Address: _____

City: _____ Postal Code: _____ Phone: _____

Fax: _____ Email: _____

I certify that **I personally** make, bake, grow, or raise all products offered. Yes: No:

If NO, explain: _____

Is your product made, baked or grown in Alberta? Yes: No:

If NO, explain: _____

Is your product available at a retail outlet or produced commercially? Yes: No:

If YES, explain: _____

Complete description of all items to be sold (no "etc."): _____

Please choose your dates of participation and return full payment:

July 5 _____ July 12 _____ July 19 _____ July 26 _____ Aug 2 _____ Aug 9 _____ Aug 16 _____

Aug 23 _____ Aug 30 _____ Sept 6 _____ Sept 13 _____ Sept 20 _____ Sept 27 _____

<p>Saturday County Farmers' Market runs for 13 weeks. This is an outdoor market only. We will run rain or shine.</p> <p>Stall Fee (per week): \$16.00 + \$0.80 GST Total: \$16.80</p> <p>*Full Season Rate (13 weeks): \$143.00 + \$7.15 GST Total: \$150.15</p> <p><i>*Full season payment is due prior to the first market</i></p> <p>Please Make Cheques Payable to: Sherwood Park & District Chamber of Commerce</p>	<p>Full Season Rate <u>13 weeks</u> @ \$11 each = \$143.00</p> <p>5% GST = \$ <u>7.15</u></p> <p>TOTAL = \$ _____</p> <p>OR</p> <p># of dates _____ @ \$16 each = \$ _____</p> <p>Plus 5% GST = \$ _____</p> <p>TOTAL = \$ _____</p>
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Please Return to: **Sherwood Park & District Chamber of Commerce**
100 Ordze Avenue
Sherwood Park, AB T8B 1M6

or FAX to: **(780) 449-3581**

I am eligible, have read, understand, and agree to comply with all market rules and regulations as specified by the Sherwood Park & District Chamber of Commerce Farmers' Market as per attached rules and regulations.

SIGNATURE: _____ **DATE:** _____

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Dear Vendors:

Last year, in the end of season vendor questionnaire, many of you indicated that you would be willing to participate in a draw for this year's market, in order to increase publicity. I would like to know if your offer still stands and what your opinion is on how often this draw should be done. Personally, I think that a bi-monthly draw would be a good choice and I am currently leaning towards that option, but I would still like to know your opinions about this topic. For the prizes, I had thought about putting together a gift basket that contains either a sample product or coupon from each vendor. I would like to have other organizations and businesses contribute prizes as well (such as Safeway) but I am not sure where they would stand on this issue, considering that this market is selling much of the same product.

Please indicate below whether or not you would be willing to participate in such a draw, how often you think this draw should be held and any other comments or concerns you may have. For example, perhaps it is too much to ask you to contribute a sample product as often as twice a month and you would prefer to hold it monthly instead. Feel free to express how you think this draw should be handled.

Thank you for your time. Your opinion is greatly appreciated. Let's make this year the biggest and best market yet!

Regards,

Rachel Pugh, County Farmers' Market Manager – 2008

Please check/write your preferences.

I would be interested in participating in a draw such as this: **Yes:** **No:**

I would be willing to donate a small item for the draw prize: **Yes:** **No:**

I think this draw should be held (weekly, bi-monthly, never etc.): _____

Additional Comments: _____

Note:

This year, I would also like to have special events/theme days such as Kids' Day, Berry Day etc. I am also looking into hosting an event for STARS. This does not affect vendors much, since your products will likely not be required for these events, but I just wanted to give a heads-up and let you know that something like this may be happening this summer. I will keep you posted on details as the summer progresses and I organize my timeline.

Thank you.