

Dear Farmers' Market Applicant,

Thank you for your interest in the 2020 Family Cowboy Christmas. This is a Government of Alberta Approved Farmers' Market Event.

We will do our best to accommodate as many applicants as possible while still providing a good market mix. It is necessary that the rules from the Alberta Farmers' Market Association are adhered to strictly when selecting vendors.

We have put together some recommendations that will help you to arrange your space in a way that keeps you and shoppers' safe in regards to COVID-19. It is important to remember that your stall is considered its own place of business; comparable to retail outlets in a shopping center. Any business that is open to the public during the COVID-19 pandemic is legally obligated to put measures in place that prevent the spread of infection amongst staff, volunteers, and customers. We ask that you review the intended operation of your stall and take steps to protect both workers and customers. These steps may include:

- Performing frequent hand hygiene
- Creating barriers between clients and workers
- Eliminating food sampling
- Preventing customers from gathering
- Minimizing the handling of money
- Sanitizing electronic keypads after each use
- Reminding customers to refrain from touching/handling food products and to point out the items they want bagged by staff
- Wearing appropriate personal protective equipment (PPE), such as masks and/or gloves

Whether you are a returning vendor or a new applicant we ask that you read through the applicant's package thoroughly.

Sincerely,

Lace Lutz  
Market Manager  
Town of Taber



**Farmers'  
Market**



## **A PROUD ALBERTA APPROVED FARMERS' MARKET WHERE YOU MAKE IT, BAKE IT, GROW IT AND SELL IT!**

### **Objectives of an Alberta Approved Farmers' Market are:**

- To maintain and provide the opportunity for profitable and direct market access of safe and high quality Alberta Agricultural and Agri-Food products to the consumer.
- To provide a framework allowing for a direct sales outlet for safe and high quality handcrafted goods and processed foods, produced in accordance with provincial and federal regulations.
- To enhance community development and build community relationships for Albertans within Alberta's rural and urban settings.
- To provide an opportunity for vendors and managers to acquire the knowledge and to develop the skills needed to maximize the potential success of an Alberta Approved Farmers' Market.

### **Who is eligible to sell at an Alberta Approved Farmers' Market?**

- Alberta residents;
- Alberta agricultural producers;
- Individual Albertans that make, bake or grow their own products.

### **What may be sold at an Alberta Approved Farmers' Market?**

- Vendors at the Town of Taber Farmers' Market are classed according to the 80/20 rule.
- 80% of the vendors must sell products that they have made, baked, grown or produced in Alberta.
- 20% of the vendors must sell products that will complement the market mix. The sale of products by distributors, franchises, existing storefront owners or the resale of any products is discouraged. Sales by agricultural, commodity or Agri-Food Association are allowed provided that their products complement the existing market mix and they meet the requirements of who may sell. The sale of used goods or flea market products is strictly prohibited at an Alberta Approved Farmers' Market.

**Alberta Farmers' Market Association: [www.albertamarkets.com](http://www.albertamarkets.com)**



## Rules & Regulations

*The Town of Taber 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)

Initials \_\_\_\_\_
  
- Vendor payment is due in full by November 25<sup>th</sup>, 2020. NO Refunds will be given at any time.

Initials \_\_\_\_\_
  
- No vendor shall be granted more space than the space paid for.
  
- Vendors must visually display a business name and phone number at their booth.  
(Some sort of professional looking signage is required. Business cards are not sufficient enough.)
  
- Vendors are responsible for keeping their booth clean & tidy during and after the market.
  
- Vendors are responsible for providing their own clean up after the Market.
  
- Vendors must include a list of ingredients and allergens on all food products being sold.
  
- Prices must be displayed visually for all products.
  
- Certification must be included with contracts (if applicable)
  - Certification of Government Inspected Meats
  - Certification of Organic Products
  - Town of Taber Vendor Declaration
  - Food Handling Permits – every vendor who handles food will need to be certified by June to remain in good standing. Food Handling Courses are offered by Alberta Health Services and are free of charge. If you are not certified please call your local AHS Office to register for your course.

Initials \_\_\_\_\_
  
- All producers must display grade, date packaged and best before date on their product.
  
- Previously frozen products must be labeled with the original date of freezing.



- 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.
- Full product guarantee is to be offered by all vendors. The vendor will replace the product free of charge or return the money to the customer.

Initials \_\_\_\_\_

- 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.
- There will be no price undercutting. Prices are to be visually marked.
- Vendors may offer a discount to volume buyers only.
- New products to be introduced must be requested in writing and approved by the Market Manager.
- **Setup may begin at 10:00AM. No vendor shall pack up before 4:00 P.M. Initials \_\_\_\_\_**
- Subletting and sharing of booth space will not be permitted without Market Manager approval.
- After payment has been received by the Town of Taber, your contact information will appear on our exhibitor lists. By signing the rules and regulations sheet, you give permission to the Town of Taber to give out your information on the exhibitor lists and to distribute these lists as the Market Manager deems appropriate.

Initials \_\_\_\_\_

- Vendors must provide a regulation fire extinguisher in their booth if they are providing cooked products.
- The sale of food products in the Town of Taber 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.

Initials \_\_\_\_\_

- 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.
- The Town of Taber reserves the right to make changes, additions or deletions to the Town of Taber Farmers’ Market contract at any time.
- No smoking within the outdoor/indoor facilities.



- Propane cylinders are prohibited.
- No signage representing the Town of Taber or any Town of Taber sponsors can be covered or removed.
- In the event that a vendor damages or causes to be damaged, any property or equipment belonging to the Town of Taber, the Town of Taber may repair the damage and charge the cost to the vendor.

Initials \_\_\_\_\_

- The Town of Taber is not responsible for any lost, damaged or stolen property.

Initials \_\_\_\_\_

- **Vendors MUST carry and show proof with their contract of personal liability insurance for all contracts listing food items as being sold by the vendor.** For non-edible products it is recommended that the vendor have insurance for their own protection.

Initials \_\_\_\_\_

- Offensive behavior displayed to either fellow vendors, members of the public, Town of Taber staff or volunteers will not be tolerated.
- The Town of Taber 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 conduct in the market.

Name (printed): \_\_\_\_\_

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

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

Market Manager Approval: \_\_\_\_\_



## 2020 Family Cowboy Christmas Market Vendor Declaration Saturday, December 5<sup>th</sup>, 2020 from 12:00PM-4:00PM

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

Vendor Table \_\_\_\_\_ \$20.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

Do you require power? \_\_\_\_\_ YES \_\_\_\_\_ NO

### Products Sold

(List all products. You must indicate which items are purchased from other producers.  
For produce and foot items, you must be specific.)

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

Vendor Name \_\_\_\_\_

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

Address \_\_\_\_\_ Town \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

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

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

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

PAID \$ \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Payment method (please circle) CASH CHQ # \_\_\_\_\_  
T.E.A. Market Manager Approval \_\_\_\_\_ Vendor # \_\_\_\_\_