



# Strathmore Trading Post Market

## 2023 VENDOR REGISTRATION FORM

### VENDOR INFORMATION

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

(This is the name that will be used to promote you)

Mailing Address: \_\_\_\_\_

(Street address) (City) (Postal Code)

Phone Number: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Social Media: \_\_\_\_\_

Who will attend the market?

Myself  Business Partner  Friend/Family Member  Paid staff  Other: \_\_\_\_\_

### PRODUCT INFORMATION

Product List / Description: Provide a BRIEF list below of all items you intend to sell.

Include all items and detailed description of items that will be sold at your booth, products not listed WILL NOT be allowed at the market. **There is absolutely NO selling of homemade foods.** Attach an additional page if required.

**Product Category:** **Cosmetics:**  soaps  lotions/creams  scents/perfume  skincare

(Check all that apply AND provide description below)

**Artisan Food:**  fresh/frozen processed food  baked goods  canned goods

**Craft/Art:**  sewing/fibre  wood  jewelry  fine art  other

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

**Food Vendors: \*Please note, these markets are not equipped for home kitchen baked goods.** But commercial kitchen foods are allowed.

Food items (as listed above) are prepared in:  commercial kitchen (AHS approved)  
 mobile kitchen - AHS Permit Number: \_\_\_\_\_

**Home-made "Low-risk" foods are NOT allowed** i.e. baked goods, candies, some canned goods etc. Please read AHS [Low-risk home-prepared food: fact sheet for operators](#). Higher risk foods must be prepared in a Permitted facility.

Food Vendors must notify Environmental Protective Health by submitting the following:

[Information package](#)

[Notification form](#)

[Alberta Food Safety Basics for Special Events: Food Safety Training](#)

[Temporary Handwashing Stations](#)

## MARKET TABLES

-Indoor Table Spaces are approximately 6x8' deep. One 6x4' Foot table & 2 chairs are provided. **Vendors are NOT allowed to bring their own tables, nor are you allowed to modify the table floor plan.** If you would like more tables you will have to pay for another table space.

-Vendors must provide their own table coverings, signage etc.

-Set up time is between 8 a.m. - 9:30 a.m. No selling prior to 10 a.m. (Except discretely to other Vendors). No packing up before 4 p.m.

-There will be No trading of table spaces amongst other Vendors.

-No vendor shall be granted more space than the space paid for.

-Vendors are not permitted to have any open flame/diffusers or scent burners on during Market hours.

**-Violators of any of the above rules will be refused to sell at any further Strathmore Trading Post Markets.**

Do you require electricity? (Note: LED lights and low voltage equipment only)  No  Yes

Please indicate any special booth requirements you may have:

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The Strathmore Trading Post Market will allocate tables as they see fit to provide a good market mix, vendor location will be determined for best benefit of the market.

## MARKET LOCATION AND DATES

**Location:** Strathmore Ag Grounds Remuda Blg, 33 Wheatland Trail, Strathmore

**Pick the dates below that you would like to attend.**

**Dates/Times:** **TIMES ARE 10:00 AM – 4:00 PM**

Oct 14  Nov 18  Dec 16

## FEES AND PAYMENT

\$50 per table

**\$50 DEPOSIT MUST ACCOMPANY APPLICATION TO BE PUT ON VENDOR LIST. DEPOSIT PAYMENT WILL BE USED FOR THE LAST MARKET YOU ARE ATTENDING**

- **All payments must be made 30 days before market date**

## Cancellation Policy:

- If the market is cancelled by management – all payments will be refunded.
- Vendor cancellation:
  - Deposit is non-refundable.
  - Cancellation within 30 days of market – payments will not be refunded, and you will not be allowed to attend any future markets.

Payment can be made by e-transfer [smoretradepostmarket@gmail.com](mailto:smoretradepostmarket@gmail.com)

Please return this form to [smoretradepostmarket@gmail.com](mailto:smoretradepostmarket@gmail.com) along with your payment.

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

By signing your name, you are agreeing with the Strathmore Trading Post Market terms and conditions. Vendors who do not adhere may be expelled without refund.



# Strathmore Trading Post Market

## VENDOR GUIDELINES/ TERMS AND CONDITIONS

### Criteria for Vendor Selection

Vendor acceptance at the Strathmore Trading Post Market is dependent on several factors:

- The type of product being offered, product quality, uniqueness, as well as its point of origin.
- The product's ability to fit with the market's objective to provide a diverse product mix across all categories.
- Availability of space in the market.
- Not all applicants are granted space in the Strathmore Trading Post Market and it is the right of the Strathmore Trading Post Market as the organizer, to set policy and vendor selection criteria.
- The Strathmore Trading Post Market retains the right to use its discretion in interpreting eligibility criteria and approving any vendor application.

### Exclusivity

- The Strathmore Trading Post Market does not offer exclusive rights to any one vendor to sell any specific product type. Markets generally benefit by offering their customers a choice, multiple vendors may be approved in any product category.
- In conjunction with non-exclusivity, the Strathmore Trading Post Market makes every effort to maintain a market mix that deters oversaturation of vendors in any product category.
- Vendors applying for popular product categories may be denied entry despite their product meeting market criteria.

### Liability Insurance

- Vendors are encouraged to carry liability insurance for their own protection (min \$2,000,000). You can contact [www.duuu.ca](http://www.duuu.ca) if you so choose.

### Prohibited Products

- Any homemade food products
- Live animals, whether for sale or customer interaction. Hatching eggs.
- Uninspected meat or meat products for human and/or animal consumption.
- Raw milk or raw milk products for human and/or animal consumption with the exception of cheese made from unpasteurized milk that meets federal standards.

### MARKET RULES

- Vendors and their employees are responsible for informing themselves about and complying with federal, provincial, and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.

### Specific Rules for Food Product Vendors

- The sale of food products is controlled by Alberta Health Services (AHS). Food vendors are responsible to contact the designated Public Health Inspector prior to coming to the market to ensure compliance with AHS standards, applicable regulations, and safe food practices. Market Coordinator will provide contact information upon request.
- Strathmore Trading Post Market does not refund vendor fees if the Public Health Inspector does not allow you to sell a product.
- In accordance with AHS regulations food products must be labelled with the list of ingredients, clearly identifying common food allergens, and vendor contact information. Previously frozen products must be labelled with the original date of freezing.
- Permits and Licenses: Vendors shall provide copies of any permits and licenses applicable to the sale of their products.

## Market Tables

- Vendors are NOT allowed to bring their own tables, if you would like more tables you will have to pay for another table space.
- Vendors are responsible for providing their own display materials (table covering, fixtures, etc.). Safety is a priority - table set-up, including signs, must not be a hazard to the public or other vendors.
- Prohibited Items
  - No items prohibited by law may be brought into the facility, nor may the following items be used in facilities: smoke machines, fog machines, candles, incense, flames of any kind, sparklers, fireworks, confetti, electronic cigarettes or vaping devices.
- Vendors are responsible for keeping their space clean and attractive during market hours and cleaning their space after market closing.
- Playing of music at vendor booths is not allowed without prior permission.
- Electrical Equipment:
  - Electricity is limited. Only LED lights and low voltage equipment may be used.
  - Electrical equipment and locations must be approved by market management. This includes outdoor extension cords and generators.
  - Outdoor Vendors - Generators should be in good working order, well maintained and not so loud as to disrupt the operations of adjacent vendors.
  - A fire extinguisher must be present when a generator is being used.
  - Generators should be placed away from path of shoppers and structures.
  - Gasoline canisters must not be stored next to a generator; the area around the generator must be clear of flammable materials and structures.
  - Use baffles to direct exhaust fumes away from adjacent vending booths and shoppers.

## Market Table Allocation

- Vendors are assigned a table by the Market Coordinator, taking into consideration, where possible, vendors' preferences and appropriate vendor grouping. Please note that final location is at the discretion of the market organizers.
- Vendors may not share table spaces with other Vendors/entities selling products except under circumstances approved by market management prior to the date scheduled.

## Payment

- **\$50 deposit is due with application to be put on the list**
- **Non-refundable fees are due in advance of market start date and no later than a month before market date**
- Vendors may not sublet their stall space to others.

## Vehicle Parking

- Vendor parking will be marked at the facility.

## Advertising, Promotion and Social Media

### Consent

- In compliance with the Personal Information Protection Act, by signing the vendor application Vendors give consent to the Strathmore Trading Post Market for the following:
  - to disclose the Vendor's Name, Company Name and/or telephone number to those persons inquiring about their product(s).
  - to be added to vendor email or e-news distribution lists for vendor-specific information and updates.

### Social Media

- The Strathmore Trading Post shares information about the market with
  - Facebook Page – Strathmore Trading Post Market
- Vendors are encouraged to share posts and tweet about the Strathmore Trading Post Market.
- Pictures of the market will be shared on social media. Product photographs taken at the market will be randomly selected for use on social media.