



Vendor Application Form



Vendor Application Form

This form must be filled out completely and submitted with your signed application. The "Rules and Regulations" document for the South Common Farmers Market have been enclosed with this application. The rules and regulations must be reviewed before completing the application form.

All operations will be enforced.

Important Note: If your application is not signed and dated, and the rules and regulations, are not initialed, or payment is not enclosed, your application will be considered incomplete and will not be submitted for approval. Please note only one discount can be applied per vendor per year

1. Vendors must operate during posted business hours. There will be no bell or anything else, but for the public's safety, don't start selling until ALL vendors have their vehicles removed from the market area. Also, No tearing down until "after" the market closes. This means 4:02 or later!
2. Vendors will be required to provide their own tables, complete with covering (Tents), if necessary, for their stalls.
3. Vendors are required to provide visible and attractive signage that clearly indicates the business name, products for sale, prices and amounts.
4. All pricing must be established prior to the market, posted, and cannot be changed during the market.
5. The market manager requests that all vendors communicate any absences to them at least one week in advance.
6. The market manager has the right to change vendor locations within the market.
7. The South Common Farmers' Market is intended to showcase "homegrown" and "hand-made" products. Specifically, the market aims to attract local agricultural growers, talented artisans and crafters. Others are at the discretion of the market.
8. Farmers will sell only locally grown produce and plants when it is in season here in the Edmonton region.

Signature: _____

9. Vendors may sell, provide samples or display only permitted items as approved in their SCFM application for the current season. SCFM reserves the right to request the immediate removal of all products not approved for sale at the SCFM. Any proposed additions or changes to approved items require an additional written application, and the approval of the SCFM management. I will not attempt to sell, at South Common Farmers' Market, any item for which I have not received prior approval.
10. All items grown or produced for sale at the market must be labeled with their place of origin. Vendors will also have a list of ingredients available to provide to customers with potential allergies.
11. Prepared food such as baked goods and preserves must have been prepared in a certified kitchen. And vendors must carry with them at all times their Food Permits issued by Alberta Health Services.
12. All prepared food must be wrapped or covered.
13. Food samples must be covered and have toothpicks in them or be served by the vendor.
14. All vendors must have their own business licenses.
15. All vendors must have their own PL/PD coverage, and have A&B Kettle Corn Ltd. O/A South Common Farmers Market listed on their policies as an additional insured, and have a copy of this turned in to the market manager. (This does not cost anything to have done, and it is easier to have your insurance agent just send it directly to info@southcommonmarket.ca . They do this all the time.)

Signature: _____

16. Vendors have the sole responsibility for maintaining their stalls, including providing a garbage container, removing it at the end of the day and/or taking compost home. Garbage containers on the site are for the use of customers only.
17. All vendors who require electricity must notify the market manager prior to the day it is needed.
18. The market days will take place regardless of weather conditions. Vendors should be prepared for inclement weather.
19. Vendors may not loan, give or sublease the stall(s) assigned to them without the approval of the market manager.
20. Vendors will be chosen to create a good market mix (selection of product).
21. Repeat vendors in good standing with the SCFM will get first right of refusal for stall allocation, otherwise it is first come, first serve.
22. Children of vendors must be supervised at all times.
23. Vendors should be neat and clean in appearance, and must conduct themselves in a professional manner at all times. Any complaints receive concerning unprofessional conduct, including the use of profane language smoking, cleanliness of the vendor or vendors' product, etc., may be considered grounds for dismissal from the market. No warnings are required nor are refunds given.
24. The Market Manager shall issue warnings or other appropriate discipline measures to vendors if necessary.
25. No pets are allowed in vendors' booths.

Signature: _____



Vendor Application Form

Vendor Name: _____

Contact Person: _____

Address: Street Address: _____

City: _____ Province: _____

Postal Code: _____

Business Phone: (____) ____ - _____

Home Phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

E-mail Address: _____

Website: _____

Description of Items to be offered for Sale: _____



Vendor Application Form

Number of Stalls Required : _____

For vendors coming on a casual basis it is 35.00/ day per stall, plus G.S.T.

For vendors committing to one (1) day per weekend by paying for at least one month in advance it is 30.00/day per stall or 660.00 until Oct 15, 2011, plus G.S.T.

For vendors committing to two (2) day per weekend by paying for at least one month in advance it is 25.00/day per stall, or 1100.00 until Oct 16, 2011, plus G.S.T. For vendors that require electric it is 5.00/ day plus G.S.T.

To thank vendors who help recruit new vendors to the market, they will receive 1 day free for every vendor that they recruit who pays for one month or more in advance.

Dates Attending (Please Circle): 26 weeks commitment
Week by week (please indicate on the next page)



Vendor Application Form

Dates: Please circle or highlight the market dates in 2011 you plan to attend or choose the 26 week commitment.

April: 30

May: 1, 7 & 8, 14 & 15, 21 & 22, 28 & 29

June: 4 & 5, 11 & 12, 18 & 19, 25 & 26

July: 2 & 3, 9 & 10, 16 & 17, 23 & 24, 30 & 31

August: 6 & 7, 13 & 14, 20 & 21, 27 & 28

September: 3 & 4, 10 & 11, 17 & 18, 24 & 25

October: 1 & 2, 8 & 9, 15 & 16, 22 & 23

I/we have read, understood and agree with the information provided herein and will comply with all market rules, regulations and guidelines as specified by the South Common Farmers' Market. I/we commit to compliance with all regulations set out by the market.

Signature: _____

Date: _____

Cheques should be made payable to South Common Farmers Market. Also, please indicate "Stall deposit or payment" in the memo field. You may mail, email or drop off your application form to the market manager.

Payment may be forwarded to them as well.

E-mail address: info@southcommonmarket.ca

Or mailed to: South Common Farmers Market
751 Lee Ridge Road
Edmonton, AB.
T6K 0P6