

2017 Carstairs Farmers' Market SATURDAYS 11:00-3:00 pm

Name: _____ Home Phone: _____
 Cell # _____ Mailing Address: _____
 Company Name: _____ City: _____
 Province: _____ Postal Code: _____ Email: _____

You will be given an 8 foot table; table cost is **\$25.00** per table or space of a table per visit for ALL events. If you need more than 2 tables, you can rent a 3rd table for only **\$5.00** *** September and December Xmas, Pumpkin Fest and Beef and Barley Days, Fall Market exempt from \$5.00 Table*** Payments WILL be made before attending to the best of your abilities. This application must be filled with complete information as per requirements put forth by the AFMA.

Payments made via cash , cheque or E-Transfer - Cheques payable to Carstairs Farmers Market or Kim Fischer

Date _____ Payment Received - Cheque # _____ - \$ _____ , E-Transfer _____ OR Cash \$ _____

Check all categories that apply: We are following strict guidelines of the 80/20 rule

(COPY OF YOUR FOOD HANDLING CERTIFICATE REQUIRED) included WITH application -

- Garden Produce Greenhouse Produce Meat/Fish/Poultry Dairy other agricultural products
- Baking Preserves, Condiments, Dips, Sauces Candy other food products Pet Food
- Knitting/Sewing Wood crafts Jewellery Cosmetics/Personal Beauty Pet crafts Artwork
- Other craft and artisan products DS Vendors Commercial products (please explain) Commercial products include commercially available products as well as products that come from out-of-Province, even if the seller is also the grower.

Check off what event you want to attend and how many tables you will need for each (there are NO Guarantees on table availability)

May 13 _____ (All vendors are invited to attend our first Market Day)
 June 17 _____
 July 1 _____ Canada Day
 July 15 _____ ***Beef and Barley Day **12-4 pm**
 Aug 19 _____ Customer Appreciation Day
 Sept 9 _____ ***Xmas in September
 Sept 30 _____ ***Pumpkin Festival **12-4 pm**
 Oct 28 _____ *** Fall/ Halloween Market (*will be held at different location*)

10-3 pm (ONLY 20 tables available for the FALL Market)

December 8th Christmas Market*** **12 - 7** _____ # of tables required _____ Electricity _____

December 9th Christmas Market*** **10 - 3** _____ # of tables required _____ Electricity _____

December Market is Located at the Hugh Sutherland School Lobby and East School Gym

Fully completed applications and payments may be sent to:

Kim Fischer
SITE 6, COMPARTMENT 26, RR 2
Carstairs, AB
T0M-0N0

DECLARATION: By my signature, I declare the information on this form to be complete and accurate and I agree to pay the rates as set out in this document. I HAVE READ THE MARKET POLICIES PROVIDED TO ME WITH THIS APPLICATION FORM AND AGREE TO FOLLOW ALL REGULATIONS DESCRIBED THEREIN.



CARSTAIRS and DISTRICT AGRICULTURAL SOCIETY

GENERAL LIABILITY WAIVER FORM 2017

Business/Vendor/Organization: _____

Address: _____

Phone Number: _____

Representative Name: _____

Facility/service requested: @ Carstairs Curling Rink, Hugh Sutherland School Gym or the Half Century Centre

Date & Time facilities requested: May to December 2017

Event: Carstairs Farmers Market and its events in coordination with

Date & Time of Event: Usually 11:00-3:00, 12:00-4:00, 10:00-3:00

Description of Activities: Farmers Market and Events that the market is involved with

I, _____ hereby waive the Carstairs Agricultural Society, it's officers and employees from any liability of injury, loss of property, damage to property, or loss of revenue associated with activities participated in this event.

I acknowledge that I understand the waiver described in this document. Waiver is made to the maximum extent permissible under applicable law.

I acknowledge that I have signed this document under my own free will.

NAME(print): _____ DATE: _____

SIGNATURE: _____

For inquiries please call Kim Fischer,
Market Manager at 403-607-3878 or email carstairsfarmersmarket@gmail.com

Carstairs Farmers' Market

Vendor Rules and Guidelines

Updated January 2017

1. **WELCOME!** to the Carstairs Farmers' Market 2017 season! We are an Indoor/outdoor market following the rules and guidelines provided by the AFMA and as such making our vendor ship 80% homemade, handmade, homegrown in Alberta produced products. 20% being "commercial/DS" type business' (Fundraisers not included) and not always guaranteed a table at this market. Walk-in vendors are welcome.
2. The size of your stall will be one 8 ft. table width, with plenty of elbow room beside and behind, unless prior arrangements with manager have been made, also included are 2 chairs. Table fees are \$25.00 per table or space of a table per visit for ALL events that the Carstairs Farmers' Market is involved with, if you'd like to rent a 3rd table, the Carstairs Farmers' Market is offering a 3rd one for only \$5.00 more.
3. **DISPLAYS etc.** – As per some of our vendor's requirements, you are more than welcome to bring items in which to display your product on your table. We will NOT be held responsible for product/items broken by unstable shelving etc. and or displays placed at the end of the table on the floor or corner situated displays depending on where your table is placed where a customer can potentially knock over your wares.
4. **PAYMENTS** – can be made preferably by E-Transfer to email: carstairsfarmersmarket@gmail.com , Cheque made out to the Carstairs Farmers Market or Kim Fischer (NO post-dated cheques please), or appropriate cash when you see the manager at the market. **PRE –PAYMENTS FOR SPECIAL EVENTS IE:** Beef n Barley Days, Pumpkin Fest, September and December Xmas markets are a MUST. This Guarantees your spot your preferred market/s. The market manager will provide a receipt upon request, in person
5. **CANCELATIONS OR NO SHOWS** – are Non-refundable, no exceptions.
6. If you would like to do a 10x10 tent/booth style set up please inform the market manager of your set up, cost will vary from the \$25/table but will include any tables and chairs needed for your 10x10 tent/booth, providing your own tent.
7. The market manager will always be at the market location at least 1 hour prior to the market start time) and will be at the location until the last vendor has left.
8. Hours of operation are from 11:00 a.m. to 3:00 p.m. approx. one SATURDAY per month starting May 2017 and ending December 2017, not including November for a total of 10 market days. (With some changes in times due to event scheduling).
9. Vendors may NOT start selling prior to the start of the market day. Doors open at 11:00 am. Vendors are expected to be ready for success at least 10 minutes before the doors open to the public.
10. Vendors may NOT pack and leave market site until the Farmers' Market time is up. You have paid to be there and we expect professionalism while attending the Carstairs Farmers Market. (Exceptions can apply).

11. We do answer to a health inspector and also invite them to our first market of the season to help our vendors who may need some help in their set ups, questions answered, etc. They are here to help you, not scare you off so please feel free to ask them anything pertaining to your product, sampling, handwashing stations, refrigerated or heated food products etc. We as a farmers' market have to provide Alberta Health and Wellness with food vendors contact information so that they may contact you prior to the market starting so they can ask you what you are offering at your table and to find out if you are a returning or new vendor to the farmers' market scene.

12. Vendors are responsible for:
 - keeping stall and area clean and tidy, pick up derbies and any item that may inflict injury or cause an accident to occur if not taken care of (Your Mother does not run the market)
 - Having all market paperwork filled out and handed into the market manager prior to any event they are attending, some acceptations apply
 - Providing tablecloths for their tables, dollar store in town sells them in case you do forget to bring one or you can purchase one from the market manager for \$5.00.
 - Providing their own garbage container if sampling food items.
 - Disposing of ALL of their garbage, you must take home ALL CARDBOARD boxes for recycling and or reuse
 - Putting their table away at the end of the day if applicable to the event in which they are attending.
 - Providing enough float money for your 4 – 5 hour sale at the market, we are not a bank machine and will not have money to “make change”

12. This is a non-smoking market area; please go to your car and/or at least 20 ft. away from any and all entrances to the farmers' market building.

13. All vendors are expected to behave in an ethical, business-like fashion. Failure to do so will result in
 - 1) First offence a warning letter
 - 2) Second offence one week suspension
 - 3) Third offence seasonal suspension

14. Vendors who have complaints concerning the market, its operation, rules, etc. may address these, in person or in writing, to the Market Manager – Kim Fischer Site 6 Comp 26 RR 2 Carstairs, AB T0M0N0.

15. Failure to maintain your responsibilities or abide by these rules will result in the same consequences as those of inappropriate behavior.

16. This Farmers' Market is operated by Kim Fischer and Sponsored by the Carstairs and District Agricultural Society. Email: carstairsfarmersmarket@gmail.com

Vendor Signature

DATE

Print name

Approved:
Carstairs Farmers' Market and Carstairs and District Agricultural Society