



2024 Outdoor Market Vendor Application

Thank you for your interest in becoming a vendor at Castle Downs Farmers' Market
located at 11520 153 Ave. NW Edmonton, AB.

www.castledownsfarmersmarket.com

Instructions for Application Submission:

1. Complete your application entirely, sign, and date.
2. Initial each box/line for agreement and understanding of the Rules and Regulations of Castle Downs Farmers Market (CDFM).
3. Submit pages 2-8.
4. Keep a copy of your application, along with a copy of the Rules and Regulations for your reference.
5. A copy of your Liability insurance and/or a signed copy of the enclosed waiver must accompany the application. Having a liability insurance is highly recommended.
6. A copy of your Alberta Food Safety Certificate must be attached along with your application for food vendors.

Please complete the following application IN FULL. Once your application is received you will get an email confirmation. Kindly follow the instructions on how to pay your market fees.

Filled up Application form, cheque, money order/ e-transfer can be submitted to:

Castle Downs Farmers Market
17737 63A St. NW Edmonton Alberta, T5Y0Y8

OR

Email Scanned Completed Forms and e-transfer to:

castledownsfm@gmail.com

Important Note: If your application is not signed, dated, Rules and Regulations initialed and returned with the waiver and/or liability insurance, it will be considered incomplete and will not be submitted for approval. Kindly make sure that you read and follow AHS guidelines for stall holders at [Information for Farmer's Market Managers and Stallholders \(albertahealthservices.ca\)](http://Information for Farmer's Market Managers and Stallholders (albertahealthservices.ca)). If you have any questions, please contact Market Manager at (780) 862 3186 or email castledownsfm@gmail.com



2024 Outdoor Market Vendor Fee Schedule

WEEKLY BASIS (\$30 per 10x10 stall)

Please circle the dates you wish to attend the market:

June: 12 19 26

July: 3 10 17 24 31

August: 7 14 21 28

September: 4 11 18 25

Total market days attending: _____

x Number of stalls requested _____

x \$30 per stall TOTAL \$ _____

FULL OUTDOOR MARKET SEASON* (must be paid ahead in full or monthly basis)

(\$25 per 10x10 stall)

Total market days:

16 days x _____ number of stalls requested.

x \$25 per stall TOTAL \$ _____

WEEKLY BASIS – FOOD TRUCK/CONCESSION - \$60

FULL SEASON/MONTHLY* - FOOD TRUCK/CONCESSION - \$50 per market day

***Note: To avail the \$25 per stall or the \$50 food truck/concession price you must submit payment ahead monthly or the full 16 days.**

Photos

From time to time the Castle Downs Farmers Market will take pictures during market hours to use for advertising and/or in the market newsletter.

I am willing to allow my picture to be used should it be taken.

Please initial the box.

Yes

No

Rules, Regulations and Guidelines Compliance

I am eligible, have read, understood, and agree with the information provided herein and will comply with all market rules, regulations, and guidelines (p6-8) as specified by Castle Downs Farmers Market (attached), AFRED and AHS policies. I understand that the Market Executive decision is final and binding.

Please initial the box.

Yes

No

Personal Information Protection Act

In order to comply with the Personal Information Protection Act (PIPA):

I give consent to Castle Downs Farmers Market to disclose my name, company name and/or telephone number, to those persons inquiring about my product(s).

Please initial the box.

Yes

No

I hereby certify that the information provided by myself, is true, accurate and complete. Please sign for understanding and acceptance of this application. (An unsigned application is considered incomplete and **will not** be submitted for approval.)

Signature of Applicant: _____ Date: _____

Date Received: _____

Signature of Market Manager: _____

WAIVER



In consideration of being allowed to use the facilities of Castledowns Rec Centre, City of Edmonton Parkland Management, Castle Downs Family YMCA, Castle Downs Community Recycling Depot, and Castle Downs Farmers Market (CDFM) together with our sponsor Castle Downs Recreation Society (CDRS), located at Castledowns Rec Centre and parking lot, we the undersigned, hereby agree to the following:

To waive any and all claims that we,

Name(s) (Must include all participating vendors):

Business (operating) Name: _____

may have against the of Castledowns Rec Centre, City of Edmonton Parkland Management, Castle Downs Family YMCA, Castle Downs Community Recycling Depot, and Castle Downs Farmers Market together with our sponsor Castle Downs Recreation Society located at the Castledowns Rec Centre adjacent parking lot, its directors and officers, employees, agents, representatives, and volunteers. To release from any and all liability for any loss, damage, injury, or expense that occurs out of the use of any of the facilities of the of Castledowns Rec Centre, City of Edmonton Parkland Management, Castle Downs Family YMCA, Castle Downs Community Recycling Depot, and Castle Downs Farmers Market together with our sponsor Castle Downs Recreation Society, located at the Castledowns Rec Centre adjacent parking lot, by the above-named Vendor, their family, their employees or volunteer participants. To hold harmless and indemnify the of Castledowns Rec Centre, City of Edmonton Parkland Management, Castle Downs Family YMCA, Castle Downs Community Recycling Depot, and Castle Downs Farmers Market together with our sponsor Castle Downs Recreation Society, located at the Castledowns Rec Centre adjacent parking lot, from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs of a solicitor and-his-own-client full indemnity basis, resulting from the participation in any event to be held on the facilities of the of Castledowns Rec Centre, City of Edmonton Parkland Management, Castle Downs Family YMCA, Castle Downs Community Recycling Depot, and Castle Downs Farmers Market together with our sponsor Castle Downs Recreation Society, located at the Castledowns Rec Centre adjacent parking lot and its main parking lot, throughout the 2024 season.

We, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

Participant's Name (please print)

Witness's Name (please print)

Participant's Signature (on behalf of above)

Witness's Signature all participating vendors listed

Date: _____

Date: _____

The signed Waiver must be returned with the application form along with proof of Liability Insurance if on hand.



Castle Downs Farmers Market Vendor Rules and Regulations/Guidelines

The following Rules and Regulations for Castle Downs Farmers Market operations will be **STRICTLY ENFORCED**. Please note that the Rules & Regulations/Guidelines are subject to change without notice. **You must initial each line for acceptance and understanding and submit with your signed application.**

_____ All products sold at Castle Downs Farmers Market (CDFM) must comply with all regulations & policies of Alberta Agriculture, Forestry and Rural Economic Development (AFRED) and Alberta Health Services.

_____ Approved vendors may only sell approved products at the Market. Any changes or additions to products as described in the application form must be approved by the Market Manager in advance of the Market Day. Used or flea sale items are prohibited.

_____ All vendors should be neat and clean in appearance and must always conduct themselves in a professional and ethical manner. Any complaints received concerning unprofessional conduct, including the use of profane language, smoking, cleanliness of the vendor or vendors' product, etc., would be considered grounds for dismissal from the market. Insubordination, the consumption of alcohol or drugs, and fighting during the market will be cause for immediate dismissal. No warnings are required nor are refunds given.

_____ Vendors obtain the right to use the assigned stall(s) and are responsible to either use the space, or to provide minimum 24 hours advance notice that the space will not be utilized for a specific date or dates. When unable to attend the market, you must give the Market Manager a minimum of 24 hours notice by calling (780) 862 3186. Cancellations less than 24 hours of a market and three no-shows (not showing up at the market at all, without any notice given to the Market Manager) will result in losing your spot at the market.

_____ Vendors are not permitted to trade, share, give or sublease their assigned space to anyone else.

_____ Stall fees are non-refundable and must be paid ahead or during market hours. If market fees are not paid, your spot the following week will not be available until all fees are paid in full.

_____ No refunds will be given for cancellations. Exchange dates are at the discretion of the Market Manager. If the market is cancelled due to weather or an emergency, vendors will not be refunded stall fees for that market day.

_____ All vendors are required to be in place and ready to operate by 2:30pm Wednesdays. Late vendors are required to check in with the Market Manager. The Market is open to the public every Wednesday from 3:00pm–7:00 PM. Vendors may not disassemble stall(s) until 7:00 PM to close the market. At the end of the market, an air-horn will sound once at 7pm to notify vendors & patrons that the market is closed.

_____ Vendor rental spaces are 10x10 and require a 10x10 tent to be set up every market. Tables, chairs, tents, and display equipment are vendors sole responsibility and will not be provided. It is the vendors responsibility and a MUST to have their tents pegged and/or weighted down with minimum of 25lbs each tent leg (i.e.: sandbags or cement blocks) to safely secure their stall/s. No appropriate weights, no market spot available. This is for your safety and the patrons.

_____ Vendors must leave their stall/area clean and remove all garbage. Failure to do so will result in a fine. Garbage cans provided at the market are for the use of CUSTOMERS ONLY Vendors are responsible for the cleanup of all garbage and recycling in their area upon the closing of the Market. Vendors MUST dispose of their garbage off-site (NOT in the Market's/Rec Center's garbage's). All food concessions must have their own garbage and recycling cans in front of the stall/truck.

_____ If a vendor causes damages to another vendor's property or products, or part of the grounds (Castledowns Rec Centre, City of Edmonton Parkland Management, Castle Downs Family YMCA and/or Castle Downs Community Recycling Depot), it must be reported to the Market Manager ASAP and an incident report will be written up on the same day. The person causing the damages is responsible for all costs and repairs. CDFM or CDRS would not be held liable for any damages.

_____ All food products must have proper labeling as dictated by the Canadian Food Inspection Agency. The Market Manager reserves the right to remove items that do not have proper labels.

_____ Food Vendors must complete the Food Safety Course conducted by Alberta Health Services or the AHS Farmers' Market Home Study Course prior to vending at the CDFM. Food Safety Certificates must be on hand during market hours.

_____ Concession food vendors must have an AHS Food Handling Permit and adhere to City of Edmonton regulations.

_____ All food items and samples must adhere to health regulations set out by Alberta Health Services. The Market Manager reserves the right to inspect vendors' stalls and remove items that do not comply.

_____ All cosmetics being sold must have a completed "Cosmetics Notification Form for all applicable products with Health Canada and be produced in accordance with good manufacturing practices.

_____ We are a rain or shine market. If there is a Severe Thunderstorm Watch/Warning, we will keep our vendors and patrons updated through email and social media. Vendors can be advised to be careful about set-up and have limited breakables on display. It will be vendors responsibility to check their emails or social media for updates.

_____ If a Severe Thunderstorm Warning is put into place during market hours and it appears that CDFM would be impacted, the market will be cancelled. Kindly wait for the market managers advise if market is cancelled and would no longer re-open. Make sure to check social media and your emails for updates.

_____ In some circumstances, like we experienced last season that bad weather passes by within short period of time please do not prepare to leave or close your booth. Unless the Market Manager has specifically notified everyone to close the market early. Kindly lower your tents and remove breakables or easily damaged products. Regardless of the situation, vendors are not allowed to leave the market without the market managers permission for the safety of our patrons and other vendors.

_____ If a vendor does not follow the CDFM rules and regulations, the Market Manager will issue a verbal warning. A second occurrence will warrant a written warning from the Market Manager. A third occurrence will result in notice of suspension from the Market (the number of markets TBD by the Market Manager). A fourth occurrence will result in expulsion from the market.

_____ Though the market has liability insurance, this does not extend to its vendors. It is not required to have insurance to be a vendor at this market, however, it is preferred, and vendors are HIGHLY suggested to have a liability insurance in case of incidentals. And it is HIGHLY encouraged that food vendors have vendor insurance. ALL liability for any loss, damage, injury, or expense that occurs WOULD NOT be CDFM, CDRS or City of Edmonton responsibility.

I, _____ as the vendor of (business name) _____ acknowledge, understand, and agree to follow all rules and regulations set fort by the Castle Downs Farmers Market, Castle Downs Recreation Society, Alberta Health Services, and Alberta Agriculture, Forestry and Rural Economic Development (AFRED) dated _____ of year 2024.