



SPECIAL EVENTS VENDOR APPLICATION FORM

Thank you for your interest in our **Special Events Farmers' Market**, sponsored by the Morinville Festival Society.

The Morinville Festival Days (formally known as the St. Jean Baptiste Festival) will be held on Saturday & Sunday, June 17 & 18th 2017 inside the Curling Rink. Arrival time is 8:00 am, with complete set up by 10:45 am. **Application deadline is June 02nd**

The Sturgeon County Bounty will be held on FRIDAY, August 11th, 2017 from 4 - 9 pm. This means that our regular 3 - 7 market is moving for the day. Sturgeon County Bounty will be held in Cardiff Park. Arrival time is 2:00 pm with complete set up by 3:40 pm. **Application deadline is July 28th.**

The Morinville Christmas Farmers' Market will be held on Saturday November 25th, 2017, from 10 - 4 pm, and will be located at the Morinville Community High School Gym, 9506 - 100 Avenue. Arrival time is 7:30 am with complete set up by 9:45am. **Application deadline is November 10th.** Please note that, due to limited stalls, this market fills up very quickly, so it is advised to get your application in as soon as possible.

Payment is due in full with your application. Complete applications and monies must be in to the Market Manager to confirm your' stall in our special event markets. Once your application has been accepted you will not be contacted until 1 week before the event. Stall locations, emergency information, and your receipt will be given to you upon arrival.

Please be prepared to contribute an item for a draw prize (drawn every hour), should your stall number be drawn.

All applications are subject to review and approval by the Morinville Festival Society and its market manager. Market stall allocation will be based on an overall market plan

WE RESERVE THE RIGHT TO LIMIT MARKET SIZE AND TO REJECT APPLICATIONS WITH OR WITHOUT REASON. DECISIONS OF THE MORINVILLE FESTIVAL SOCIETY AND ITS FARMERS' MARKET MANAGER ARE FINAL.



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Please fill out the following:

COMPANY NAME: _____

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____ E-MAIL: _____

PHONE: _____ CELL: _____

IS POWER REQUIRED: Y/N PREFERRED LOCATION (ie: wall/corner/beside... etc) _____

HOW MANY STALLS WILL YOU BE RENTING? _____

**DO YOU NEED TO RENT A TABLE FROM US (for use within your stall)? Y/N How many tables? _____

PRODUCTS: (Please provide a COMPLETE listing) _____

Please return this page and your payment to the Morinville Farmer's Market, PO Box 3128, Morinville, AB, T8R 1S1. All cheques should be made payable to the Morinville Farmers' Market. If you have any questions or concerns you may contact the Farmers' Market Manager @ 780-934-2379 or email morinvillefarmersmarket@gmail.com.

I am eligible, have read, understand and agree to comply with all Market Rules and Regulations as specified by the Morinville Festival Society and its Farmers' Market Manager as per attached list.

Signature: _____ DATE: _____

Special Event Markets:

**Festival Days 2 days June 17 & 18 2017 \$60 x _____ stalls = \$ _____

Saturday hours 11 – 5 pm Sunday hours – 10 – 4 pm
Table/chairs rental available for an additional \$20.00 \$20 x _____ 8 ft table/2 chairs= \$ _____

Sturgeon County Bounty Aug 11, 2017 (4 -9 pm) \$20 x _____ stalls = \$ _____

**Christmas Market Nov 25, 2017 (10 – 4 pm) \$50 x _____ stalls = \$ _____

Table/chairs rental available for an additional \$20.00 \$20 x _____ 8 ft table/2 chairs= \$ _____

****Festival Days & Christmas Market ONLY**

All cheques should be made payable to "Morinville Farmers' Market".



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Rules and Regulations (Please retain for your records)

Vendors are accepted based on the items approved as listed on the application form, and as such may only sell approved items. Any changes or additions to product lines must be given to the Market Manager in writing for approval IN ADVANCE.

1. **All food vendors are responsible to know and comply with all applicable health regulations.**
2. Vendor tables are subject to inspection by Alberta Agriculture and Forestry, AFMA (Alberta Farmers' Market Association) and Alberta Health Services without notice.
3. Any vendor found not in compliance with Alberta Health Services will be immediately removed from the market.
4. All prepared food items **MUST** be labeled, clearly stating the vendor's name and address etc....as set out in all applicable health regulations
5. Vendors providing samples must supply garbage containers in a location easily visible and accessible to customers.
6. Vendors must remove all garbage including bags, boxes, and refuse from produce. All vendors are responsible for cleaning up their stall area.
7. Vendors obtain the right to use the assigned stall and are responsible to either use the space or to provide, to the Market Manager, 48 hours advance notice that the space will not be utilized for a specific date or dates. **Failure to notify the Market Manager by 11am the Monday before the Market will result in a forfeiture of any refund available.**
8. Vendors **MAY NOT** loan, give or sublease the stall assigned to them.
9. Vendors are required to be in place and ready to operate 15 minutes prior to public opening for each Market day.
10. **Vendors are required to remain in place until the market closes** unless otherwise specified by the Market Manager.
11. Public selling begins on time **and NO EARLIER**. This excludes sales vendor to vendor.
12. Public selling will end promptly on time **and NO LATER**.
13. Each Vendor will be assigned a stall. Preference for location will be given only to our Seasonal Vendors. Final decision on vendor location is up to the Market Manager. No Vendor may set up in any other location than the space assigned to them.
14. All tables and displays must fit within the designated area. Vendors using more than the allotted space will be charged for a 2nd stall.



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15. Vendors are to bring their own supplies. If power is required, you will need to bring your own extension cords and in some cases your own generator.
16. Vendors are expected to behave in an ethical & professional manner at all times. Failure to do so will result in an automatic expulsion and all monies forfeited. Expulsion from the Farmers' Market will also result in the expulsion from all events sponsored by the Festival Society.
17. Disputes among vendors and/or customers must be brought to the Market Manager. Rude and/or crude behavior towards anyone will not be tolerated in the marketplace.
18. Vendors who have complaints concerning the market, its operation, rules, etc. may address these to the Market Manager. If there is an unsatisfactory resolution of the concern(s) please fill out a Notice of Dispute. Submit the Notice of Dispute and all supporting documents to the Morinville Festival Society c/o the Market Manager.
19. Failure to comply with Market Rules & Regulations may result in, and not necessarily in this order: a written warning; a \$25.00 charge, and/or loss of permanent or weekly stall(s). Loss of permanent or weekly stall(s) will result in all monies being forfeited. All decisions made by the Committee appointed Farmers' Market Manager are final.

NOTE: THE FESTIVAL SOCIETY AND ITS MARKET MANAGER RESERVE THE RIGHT TO CHANGE, INTERPRET, AND ENFORCE THESE POLICIES AND GUIDELINES AS DEEMED NECESSARY TO MAINTAIN CONSISTENCY AND INDIVIDUALITY OF THE MARKET FOR THE BENEFIT OF ALL SERVED BY THE MARKET.
**RULES AND REGULATIONS/CRITERIA ARE SUBJECT TO CHANGE WITHOUT NOTICE.

MARKET MANAGER EMAIL: Morinvillefarmersmarket@gmail.com
Phone # 780-934-2379