



# Vendor Application

Thank you for your interest in being a vendor for our 2023 season! Please complete the application, and return it to the Orchards either through email ([market@orchardsra.ca](mailto:market@orchardsra.ca)) or in person at 4059 Orchards Drive SW.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Health Permit # (if applicable): \_\_\_\_\_ Authority: \_\_\_\_\_

Insurance: \_\_\_\_\_ Policy#: \_\_\_\_\_

What do you want to sell at the Orchards Farmers Market? *(All products must be listed)*

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Do you personally grow, raise, produce, or make the unique product offered?

Yes\_\_\_ No\_\_\_ (If "No" name sources below)

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## Social Media

Your name, photo, phone number, and social media be advertised and given to customers, posted on the Orchards Farmers Market website, used in medium and electronic advertising? Please include full website and page names for us to share.

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_ Twitter: \_\_\_\_\_



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Please write a few sentences to describe your business for the “Vendor Information” section of our website.

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Would you be interested in being featured in a vendor spotlight? Please give us a brief history of your story for us to include. Vendors who sign up for full or partial seasons will be given priority.

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Would you be interested in participating in our scheduled weekly retention program? What would you contribute to this program? *This program is designed to bring families back week after week. Each week is different and a confirmed schedule of events will be provided closer to market dates. Participation could include donation of goods, or skills. A highlight of vendors participating will be given in each respective week.*

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## What is included?

- 1 stall is 10 x 10 feet
- Maximum 4 stalls per vendor
- We can providing a maximum of two tents per vendor
- Tents will be set up by Market Manager and team, our tents are 8 x 8 feet
- Market will be moved inside due to extreme weather (eg. thunderstorms, but not rain)
- Tables are **not** provided for outdoor market days
- Tables will be provided for indoor market days
- 2022 Season will run Mondays from 4:30 pm-7:30 pm in from June 5 - August 28
- Multiple stalls are available, payment for each stall required 5 days before market date
- Opportunities to be involved in our weekly retention program
- Orchards Residents attending as a vendor will receive a 20% discount on stall costs
- Vendors providing their own tent will receive a 15% discount on stall costs

**Full Regular Season Stall** \$420.00+gst /stall (\$35.00 per date, must be paid prior to market start)

I require \_\_\_\_ stall(s) for the full season

(includes 1 Tent) Full season vendors are able to display their goods in our facility. A dedicated Farmers' Market display case is set up in our building.

**Partial Regular Season Stall** 6 weeks = \$222.00+gst /stall (\$37.00 per date, must be paid prior to market start)

I require \_\_\_\_ stall(s) for the partial season

(includes 1 Tent) Partial season vendors are able to display their goods in our facility. A dedicated Farmers' Market display case is set up in our building.

Please select 6 dates for your partial season below

**Daily Stall** (subject to availability, must be paid prior to attending market dates)

\$40.00+gst per \_\_\_\_ stall(s) \$\_\_\_\_\_

(includes 1 Tent)

Date you expect to start at this year's market:

Please check off dates you are attending the market.

**June**            05  12  19  26

**July**             03  10  17  24  31

**August**        14  21  28  (no market on August 7, due to the holiday)

Payment arrangements must be made when form is completed.



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## Special Holiday Market

Join the Orchards for a holiday night market! In our approved Special Event Market, in our indoor space with a provided table and table cloth, advertising of your business on our website, and opportunities of vendor spotlights!

This event will be taking place from 5:30pm - 8:30pm and will be \$40.00 for resident vendors and \$45.00 for non-resident vendors. Check this box if you would like to be included in this event.

Friday, November 17, 2023

Payment arrangements will be made closer to Special Holiday Market date.

\*Please make cheques payable to "The Orchards Residents Association"

**Participant's Name:** \_\_\_\_\_

**Business Operating Name:** \_\_\_\_\_

**Participant's Signature:** \_\_\_\_\_

**Witness's Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_



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## Orchards Farmers' Market Vendor/Stallholder Guidelines

Market goes rain or shine so be prepared! (initial below)

- I understand it is my responsibility as a vendor to provide all documents required. This includes, but is not limited to: Insurance, Farmers' Market Home Study, Vendor Application, and payment.
- Stall holders must conform to Public Health Regulations and standards of cleanliness.
- Market open to the public on Mondays from June 5- August 28th from 4:30pm until 7:30pm. No selling to public before the opening. Only exception is selling to fellow vendors.
- All vendors must remain until closing time.
- Set up may begin no earlier than 2:30pm. Vehicles must be in place by 4:00pm.
- Vendors should be neat and clean in appearance and conduct themselves in a professional manner. No profanity will be tolerated. Vendor's company name should be clearly displayed at the stall.
- Vendors shall accept all executive decisions by the board and the market manager as law and abide by these rules. Failure to comply will result in expulsion and forfeit any fees for the night.
- Vendors will receive no refund if absent from the market unless 6-day advance notice in writing is given. This may be waived at the discretion of the Orchards Market Manager.
- Payment must be made within 5 days of market date or the stall rental can be cancelled at the discretion of the Market Manager
- Not letting the manager know that you cannot be in attendance twice will result in the expulsion of the vendor with NO refund of fees.
- Inferior quality products noted by customers or others may result in the vendor being expelled from the market, after being forewarned.
- All products must conform to Alberta Health Services regulations and standards.
- Food vendors must comply with the Federal food labeling guidelines (Consumer Packaging and Labeling Act).
- All vehicles must be turned off while at market, even when loading or unloading including loud refrigeration units and generators. All generators must be buffered and not disturb the market.
- No pets are allowed in the vendor's vehicle.
- No pets are allowed in the park or facility, but are allowed in the parking lot and market
- No smoking allowed.
- All vendors are responsible for the cleanliness of their stall. Surrounding area to be swept clean after every market day. Bring your own equipment. Garbage containers provided. Failure to comply is subject to penalty.
- Vendors will conduct direct sales of products grown, produced or hand crafted by themselves as per market slogan.
- All new products to be approved by Vendor Committee.
- B.C. fruit vendors may only sell fruit grown in British Columbia. No exceptions. B.C. fruit vendors must produce proof of origin/receipt(s) which includes name and address of seller and date, on demand to prove origin.
- B.C. fruits only sold when local fruit not available. B.C. fruit vendor is allowed to sell product the week local product becomes available if one weeks' notice is not given by the market to the B.C. fruit vendors. No notice is necessary once local product is visible.

I have READ and INITIALED all guidelines and will abide by the rules and regulations of the Market.

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



# Vendor Application

## Waiver

In consideration of being allowed to use the facilities of the Orchards Farmers Market located at the **Orchards Residents Association 4059 Orchards Drive SW, Edmonton**, we the undersigned hereby agree to the following:

To Waive any and all claims that we,

**NAME** (all participating vendors)

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**BUSINESS** (operating) name

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\_\_\_\_\_ may have against the Orchards Community Farmers Market located at the **Orchards Residents Association 4059 Orchards Drive SW, Edmonton**, 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 Orchards Community Farmers Market located at the Orchards Residents Association Edmonton, by the above named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify Orchards Community Farmers Market located at the Orchards Residents Association Edmonton, 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 Orchards Community Farmers Market located at the Orchards Residents Association Edmonton, throughout 2020.

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

**As a Vendor I am responsible for my own liability insurance while operating on the Orchards Community Farmer's Market Site.** If I have no liability insurance, I recognize that I will not be able to participate in the market. I agree to do my utmost to support and promote the market and will abide by the rules and regulations of the market which I have read.

The market reserves the right to limit items offered.

All items **MUST** be approved by the Vendor Committee.

Any addition or changes to approved items requires prior approval from the Vendor Committee.

**Please sign both application and vendor guidelines and include:**

1. **Proof of insurance for all vendors.**
2. **Copy of Farmers Market Home Study or Food Safety Course for food vendors.**

**This MUST be supplied or you cannot be in the market.**

Please make a copy of this application and vendor guidelines for your records before submitting it.

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