

CAMROSE AND DISTRICT FARMERS' MARKET ASSOCIATION (CDFMA)

VENDOR INFORMATION CAMROSE SATURDAY MARKET – Duggan Mall

Revised November 2024

The vendors at the Camrose Saturday Farmers' Market (hereinafter referred to as the "Market") continue in the long standing tradition of "meet the maker, baker, grower or builder" through one-on-one contacts with the customer. Our Market provides a venue where our approved vendors may pursue their livelihood through direct marketing opportunities with the customer.

Our Mission at the CDFMA is to:

- Promote, encourage and develop a successful and sustainable local food market;
- Provide opportunities for the incubation of new or emerging businesses;
- Promote and encourage local craft businesses; and
- Ensure vendors comply with Alberta Agriculture and Irrigation - Farmers' Market guidelines.
- Promote safe food handling practices as required by Alberta Health Services and labelling requirements for appropriate products by the Canadian Food Inspection Agency.

Getting Started:

The first step to becoming an approved vendor at the Camrose Saturday Market is to **complete in full**, the application form and submit the required membership fee. Be specific about the products you want to sell, as we are required to maintain an 80% (or more) to 20% (or less) ratio of make it, bake it, grow it products, to commercially made products, in order to retain our Approved Farmers' Market status.

Our vendor application is available from the Market Manager on Saturdays or downloaded from our website by visiting www.camrosefarmersmarket.ca. Upon receipt of your completed application it will be reviewed by the CDFMA Board and you will be contacted by the Market Manager within 10 business days following submission.

Insurance:

Liability issues resulting in lawsuits are becoming more common in Canada. The CDFMA encourages vendors to protect themselves and carry their own liability insurance policies as they are not covered by the market insurance policy.

Weekly Table Fees:

Weekly table fees for members are \$20 for the first table and \$15 for 2nd and 3rd tables (amended bylaws consolidated November 15, 2024).

By attending eight (8) market days prior to October 31 in a calendar year you are eligible for the regular weekly table fees in November and December, otherwise table fees are \$40 for the first table and \$35 for the 2nd and 3rd tables.

Markets Hours of Operation:

The Market is open from 10:00am to 1:00pm every Saturday; exceptions would be if the Duggan Wellness Centre has a closure or during the Christmas Break.

Market Operations:

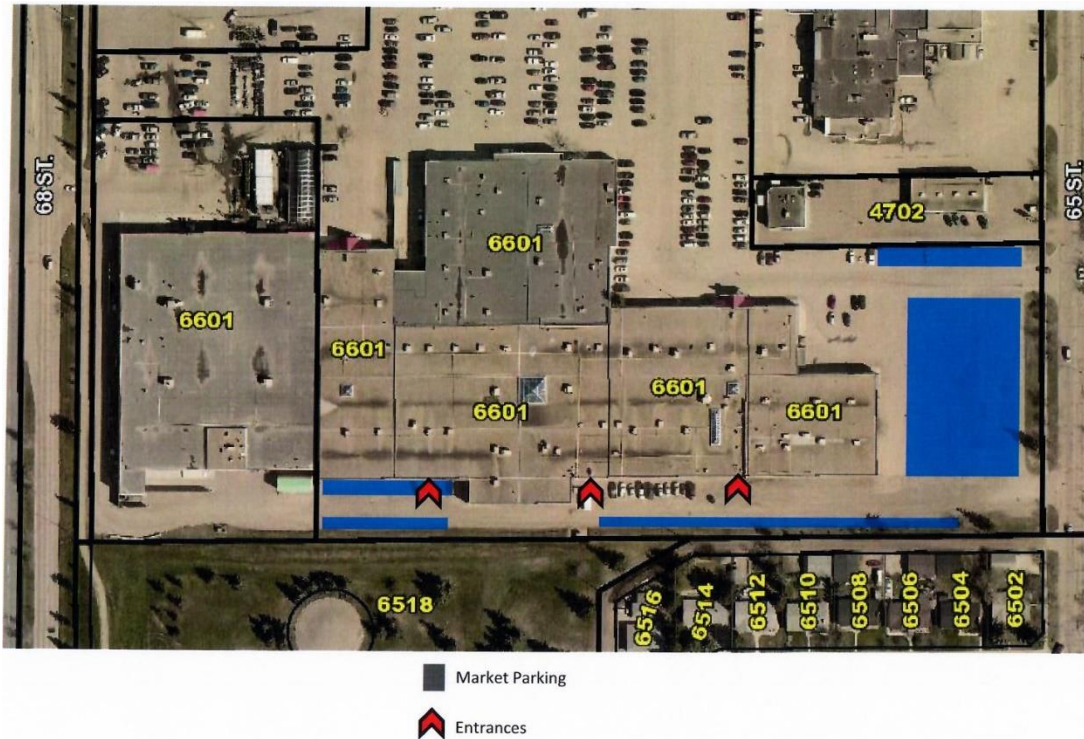
Weekly table bookings are administered by the Market Manager. Cancellation of table bookings may be made by emailing the Market Manager: manager@camrosefarmersmarket.ca or by telephone **(780) 781-5501** before **9PM,**

Thursday evening.

Cancellation after this time and no-shows **will result in a penalty being assessed in the amount of the table rent for that Saturday and you will not be able to return to the Market until that penalty is paid.** Exceptions for good and sufficient cause may be considered by the Market Manager or the CDFMA Board.

Market Day

- Upon arrival, for unloading, locate 1 of 3 entrances on the south side of the Mall (Duggan Wellness Centre); as indicated by the **RED** arrows on the map below. Once you have unloaded your vehicle, immediately park your vehicle in the designated areas as shown on the map in **BLUE**. Vehicles left in the no parking zones outside the entrances will be towed.



Setup:

- Vendors may not enter the Mall before 8:30am.
- Set up time is 8:45am; all vendors must have their stall set up no later than 10:00am. Tables or stalls left vacant after 10am, unless prior arrangements have been made with the Market Manager, may be reassigned to another vendor, if requested.
- Upon arrival check in with the Market Manager to determine the location of your stall. Our Market supplies vendors with eight (8) foot tables or a stall area of similar dimensions. Table or stall location and assignment are the responsibility of the Market Manager. Vendors may request to be assigned the same location however market needs have precedence.
- **No sales may occur before 10am** (no exceptions).
- No sales may be made at the door or outside the Mall as these areas are outside the Farmers' Market and are subject to city bylaws. You will be required to obtain a business license and individual insurance.
- **Vendors not in compliance will be given a written warning for a first occurrence.** A vendor who commits a second violation will be assessed a fine and any subsequent violation will result in a fine and suspension (at a time determined by the CDFMA Board).
- Tables are to be draped with a tablecloth. Vendors wishing to have a fitted tablecloth, the size specifications are as follows: top 96" x 32", front drape 96" x 24" and two side drapes each of 36" x 24" this provides an overlap on each side and the back of the table top.
- Where vendors have products that may soil or stain the tablecloth, a clear plastic or other suitable covering may be used to protect their tablecloth.

- Your selling area must be kept tidy, clean and clear of impediments to foot traffic. The cleanliness and attractiveness of your stall and surrounding space is the sole responsibility of the individual vendor during market hours.
- Vendors are required to keep all signage, equipment, products and trash containers within the confines of their assigned stall. Nothing is allowed to encroach into common areas, aisle space, fire lanes or neighbouring spaces.
- Stalls will not be extended beyond your assigned eight (8) feet of table space. Displays must be kept within 1.5 feet (about the depth of a chair) of the back of their tables.

Take down and clean up:

- **Vendors must remain until the Market closes at 1:00pm.** Vendors may begin to pack up their products at 12:50pm provided they leave products on their tables until 1:00pm. Exceptions may be considered if the vendor has advised the Market Manager **in advance following set up in the morning** that they need to leave earlier than Market close. If a vendor has sold out they may leave provided they have advised the Market Manager in advance. Vendors who leave early without prior permission are subject to a fine of \$5.00 and the fine paid before they can return to the Market. A second occurrence will result in a fine and suspension (to be served at the Board’s discretion).
- Vendors must vacate the Mall no later than 1:30pm except when attending a CDFMA meeting. **Stall areas are to be left as they found it -- empty, all material swept up and/or removed and disposed of.**

Membership in the Camrose and District Farmers’ Market Association (CDFMA):

Market Principle: The Camrose and District Farmers’ Market Association (CDFMA) strives to provide a positive, respectful, professional and enjoyable Market experience for customers and vendors.

- All vendors are required to be members of the CDFMA (amended Bylaws filed November 15, 2024) and submit their annual membership fee (\$25.00) with their application. Should your application be rejected the membership fee will be returned to you. Membership dues are payable with your new application on or before December 31 in the calendar year.
- A member is considered in good standing if they have attended eight (8) market days during the calendar year; attended at least one general meeting and/or the Annual Meeting during the year; and have paid all associated fees and are not under suspension or expelled from the market.
- Membership entitles you to speak or vote at a general, special or annual meeting, make motions and if a member in good standing as described in the previous bullet.
- A member may attend any Board meeting as an observer by providing prior notice to the Secretary in advance and acknowledgement from the President to attend has been received.

Vendor Conduct:

- The Market Manager is contracted to ensure vendors are following the rules; not other vendors.
- Questions and concerns are to be brought to the attention of the Market Manager. If a solution cannot be found for the concern or question, vendors, who are members of Camrose and District Farmers’ Market Association, can bring their concerns, in writing, to the Board’s attention.
- **Vendors** are to abide by the decisions of the Market Manager. If you disagree with a decision, you may appeal to the Board for resolution. Until the Board reaches a decision, the Market Manager’s decision is to be followed.
- **Vendors** are expected to conduct themselves in a courteous, professional and business-like manner with our customers, market manager, other vendors and Mall (Duggan Wellness Centre) staff.

- Bullying, rude, abrasive, offensive, abusive or other disruptive behavior that is considered materially detrimental or seriously prejudicial to the Market will not be tolerated by the CDFMA. Any such occurrences will be dealt with quickly and the offender may be expelled from the Market for a first offense.
- **Vendors** shall be honest and forthright when interacting with customers, our market manager and other vendors. Vendors shall not use language or do any act to intimidate a customer into purchasing a product being sold.
- **Vendors** shall not interfere with or cause detriment to another vendor. Vendors shall not approach a customer for the purpose of making a sale, while said customer is engaged with another vendor.
- **Vendors** shall not place signs on their table or use any language advertising donations to any charity.
- Sampling of food products is permitted provided current AHS guidelines are followed. Alcohol products may be sold at the market, and vendors should confirm sampling is permitted by AGLC.
- Pets are not permitted at the Mall, with the exception of service dogs.
- Improvements, suggestions, questions or concerns about the Market shall be in writing and signed, in order to be dealt with by the CDFMA Board.

Compliance:

- Disputes will be referred to the CDFMA Board for discussion and review. The Board has the final say in the settlement of any dispute.
- Vendors are expected to comply with the established policies, rules and regulations of the CDFMA and government.
- Failure to follow the above may result in a reprimand, a fine, suspension or expulsion from the Market depending on the severity of the infraction.
- Suspensions will be served at a time determined by the Board; all fines must be paid before a vendor will be allowed to return to the Market.
- A vendor suspended or expelled from the Market shall appear before the CDFMA Board before being allowed to return to the Market.

Emergencies:

In the unlikely event of a major emergency on site, vendors must be prepared to cooperate with emergency responders (police, fire, or emergency services) and/or Mall security to ensure they have access for personnel and equipment.