

Please read carefully.

Notice to Vendors: You must **initial** each line for understanding, acceptance and full cooperation with the following rules and regulations of the **Spruce Grove Public Market**. **Failure to comply** with these rules may result in the forfeiture of **your participation in the Public Market**.

1. The Spruce Grove Public Market is an **all-weather market**. Vendors are required to operate in a variety of weather conditions including rain, snow or shine. Vendors are **not** permitted to take down their booth early. _____
-In the event of extreme weather (ex: severe lightening, tornado, etc.) vendors will be notified and emergency procedures will be activated. _____
2. **For vendors selling any type of food products.** (If you do not sell food, go to #4.) Vendors selling food must meet all Food Safety guidelines as outlined by **Alberta Health Services**. Please contact AHS at 780-342-1380 or www.albertahealthservices.ca for more information.

Food Vendors are required to have:

- a. Approved food vendors must submit a **valid Food Handling Permit** and complete and submit an **Alberta Health Services Special Event Vendor Notification Form**. Applications will be reviewed and approved by an Alberta Health Services Environmental Health Officer.
 - b. All **food vendor** tents must be constructed of flame resistant material, either in compliance with CAN/ULC-S109, or be flame treated as per the *Spruce Grove Fire Services Special Event Requirement Guidelines*. Proper documentation or a photo of the tent tag to verify this is required. No recreational utility tarps are allowed. Every vendor's set up is subject to official inspection by the Spruce Grove Fire Department. **Vendors who do not immediately fix any issues or concerns noted during the fire inspection will be shut down.**
 - c. Food Vendor booths/mobile units **must be equipped with proper safety equipment** including: a first-aid kit, fire extinguisher, and other items listed in the *Alberta Health Services Temporary Food Establishments Vendor Package* and the *Spruce Grove Fire Services Special Event Requirement Guidelines*.
 - d. The Spruce Grove Public Market **requires** all food vendors to carry **Commercial Liability Insurance (\$2,000,000 minimum)**. The Spruce Grove City Centre Business Association **MUST** be listed as "additional insured" on the policy. Proof of insurance is required before the opening market day. _____
3. Sales of **beverages** and **single serving food items** are not permitted, except by **Concession vendors**. Vendors are only permitted to sell food items in quantities of two or more. _____

4. **Vendors are responsible for the stall they have been assigned.** If the space will not be utilized for a specific date, **7 days advanced notice** must be given in writing (email will be accepted). The cancellation notice allows us to adjust so that the market does not have empty stalls. In the event of an emergency and/or last minute cancellation, please phone the **Spruce Grove Public Market Manager** (780-850-7680).
 - a. **All stall payments must be paid in advance** (failure to do so may result in loss of booking). _____
 - b. **NSF cheques** are subject to a processing fee of \$50. _____
 - c. **No refunds or exchange of dates will be given for cancellations. All stall payments are non-refundable.** _____
 - d. **Vendors are NOT permitted to loan, sublease or give away the stall(s) they are assigned.** Stalls cannot be shared (only one business may operate per stall). _____
5. The **Public Market Manager** and **Public Market Committee**, at their discretion, reserve the right to change vendor locations within the market at any time. _____
6. As smoking and animals are strictly prohibited in establishments where food is prepared, stored or offered for sale, neither are permitted in the Public Market. (This does not apply to a guide dog used by a person with medical and physical disabilities). _____
7. All stalls are defined as 10 ft. by 10 ft. Tents may NOT be attached to another tent.
 - a. Vendors are required to provide their own **tent and table**. _____
 - b. No product, signs or stands shall be displayed outside of this area. _____
 - c. Tents must be flush against the curb and/or in their specified area. _____
 - d. Vendors are responsible for bringing **weights** to anchor their tent in the event of inclement weather. _____
 - e. **ALL tents MUST be weighted down during the market.** _____
 - f. **Vendors are responsible for any damage that occurs at or around their stall** (ex: city or other vendor's property, damaged trees, grass, etc.). _____
 - g. The Spruce Grove City Centre Business Association will fine all vendors responsible for any damages and/or replacement costs incurred. _____
8. Barricades are erected at 8:00 a.m. and removed at 5:00 p.m. Vendors are not permitted to set up before the barricades are erected in the morning. Vendors must be completely disassembled and off the road before the barricades are removed at the end of the day. _____
9. Vendors are to arrive between 8:00 a.m. and 9:00 a.m. and must be set up in their stall and **ready to operate by 10:30 a.m.**, at which time access roads are closed. Stalls that are vacant after this time **may be** reassigned to another vendor. No refunds or date exchanges will be given to vendors arriving late where stalls have been reassigned or are no longer accessible. _____
10. **Public selling begins at 11:00 a.m. and ends at 4:00 p.m.** Vendors are not permitted to sell to the public prior to/after this time. _____

11. **Sold out vendors must display a "sold out" sign on their table and remain completely set up** and present at their booth in the market until 4:00 p.m. You are **not** permitted to leave early. _____
12. Public safety is the responsibility of **everyone** in the market. We have a zero tolerance policy for anyone who does not follow these regulations. _____
13. **Parking is limited.** Vendors must park off-site. Vendor parking is available at City Hall: 315 Jespersen Avenue (approx. 2 min walk from Columbus Park). _____
14. **Vendors are responsible for removing AND TAKING AWAY from the market their own garbage and stall cleanup.** Garbage cans provided in the Public Market are **for customer use only**. The use of city or other businesses garbage bins is strictly prohibited. Vendors offering samples must supply garbage containers for their customers in an easily accessible/visible location. All greywater must be safely stored and removed from the event site. _____
15. All ownership changes of a business require a new application for vendorship. _____
16. All vendors must comply to the **Vendor Code of Conduct** (see next page). _____
17. **Failure** to comply with Market Rules and Regulations may result in the following (not necessarily in this order): _____
 - 1) A written warning
 - 2) A \$50.00 charge
 - 3) Cancellation of stall and removal from the Spruce Grove Public Market

No refund will be provided for loss of stall(s).
18. The Public Market Committee reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary. _____

Vendor Code of Conduct:

As an accepted vendor at the Spruce Grove Public Market, you will be viewed as a representative of the market to the public and we place our trust in you. Please ensure you are familiar with all guidelines detailed below.

As an accepted vendor at the Spruce Grove Public Market, I will:

- Conduct myself and all my affairs in a courteous and respectful manner toward the public, all other vendors, market management and market staff;
- Consistently behave in a way that respects and recognizes the rights and selling opportunities of other vendors;
- Only use language and communication that is polite, respectful, and conscientious when interacting with anyone at the market;
- Operate vehicles, equipment, set-up, and take-down in a manner that is safe and responsible for all market participants;
- Respect and adhere to the Spruce Grove Public Market Rules & Regulations outlined in my application;
- Ensure that no alcohol or other mind-altering drugs that may affect my judgment or my conduct are present in my system while at the market;
- Sell at the market while making sure all my products and business practices abide by the laws and regulations set down by Alberta Health Services and/or any other relevant agency;
- Work together with Public Market Management at each Market to resolve any conflicts or concerns in a calm and cooperative manner to ensure the market day is a good experience for all parties involved.

By way of my signature on my Application Form, I indicate my understanding and acceptance with this Code of Conduct and the Rules and Regulations of the Spruce Grove Public Market and agree to comply with the intention of these documents.

Should a vendor fail to comply with this code of conduct, their indiscretion will be reviewed and investigated by the Public Market Manager and the Spruce Grove Public Market Committee. Depending on the severity and/or repetition of the offence, the violation may result in a warning letter or expulsion from the market.

The Code of Conduct is directed to the vendor, their family, staff, or any friends who may assist the vendor in participating in the Spruce Grove Public Market.

The 2017 Spruce Grove Public Market is scheduled for the following dates in 2017:

July 9, August 13, August 27, and September 10.

The Public Market Hours of Operation are from 11:00 a.m. to 4:00 p.m. This is a **rain or shine market**.

Applications from returning vendors will receive first consideration if received before the deadline. However, **previous participation does not guarantee acceptance**. All applicants are subject to review and approval by the Public Market Committee. Previous stall location in the market will be taken into consideration; however, there is no guarantee that you will be in the same stall as previous years or in future markets. All vendors are required to supply their own tables and tents. Power is not available. Parking behind stalls is not available.

Rates for the 2017 Spruce Grove Public Market season are:

Stall Fee (per Market):	\$ 50.00
GST:	\$ 2.50
Total:	\$ 52.50

Full-Season Vendor (you wish to register for all 4 Markets):

Stall Fee:	\$ 160.00
GST:	8.00
Total:	\$ 168.00

Full payment for ALL accepted dates is due upon receipt of your Acceptance letter. Stall rental fees are non-refundable.

Deadlines for applications are:

PUBLIC MARKET DATE	DEADLINE DATE
July 9 th	June 23 rd
August 13 th	August 8 th
August 27 th	August 22 nd
September 10 th	August 31 st



SPRUCE GROVE PUBLIC MARKET
2017 Vendor Application

Send application to:
204-215 McLeod Ave
Spruce Grove, AB T7X 0G2
info@sprucegrovecitycentre.org

We reserve the right to limit market size and reject applications with or without reason. Decisions of the Public Market Committee are final. You will be notified in writing of your acceptance into the market (by email and if you do not have an email address, by post).

PROSPECTIVE VENDOR APPLICATION FORM

Please fill out the following information:

Vendor Business Name: _____

Personal Name: _____

Address: _____

City: _____ Postal Code: _____

Main Phone: _____ Cell Phone: _____

Alternate Phone: _____

Email: _____

Website: _____

Facebook: _____ Twitter: _____

Other Social Media: _____

Have you participated in other Public markets? _____

Payment Method: Cash _____ / Cheque Number _____ / Credit Card Provided _____ / Money Order _____ / e-transfer to: payments@sprucegrovecitycentre.org

Credit Card Number: _____ Expiry: ____/____ CVC _____

Card Name: _____ Signature: _____

PLEASE NOTE: THIS CREDIT CARD NUMBER WILL BE KEPT ON FILE

I hereby authorize full payment to be deducted from the above credit card for any booth payments not paid for 24 hours in advance of market date. _____



SPRUCE GROVE PUBLIC MARKET
2017 Vendor Application

Note: Parking is extremely limited and all vehicles must be parked off-site.

If you are a Food Vendor:

- Food must be prepared in a commercial kitchen.
- Please submit a copy of your **AHS Certificate and Special Event Notification Form** with this application.
- Do you have **Public Market Liability Insurance?** _____ if not, refer to Rule #2.
Please include a copy with your application.

All Vendors:

Description of All Equipment Used in Stall (ex: coolers, generator):

Detailed Product Description:

****Please include a drawing or photo of your booth layout.**

Please choose the market dates that you would like to attend for the 2017 season:

- ┆ July 9
- ┆ August 13
- ┆ August 27
- ┆ September 10

Please return the completed application to the Public Market Committee at the Spruce Grove City Centre Business Association. You can mail, drop off or email your application to: Spruce Grove City Centre Business Association, 204-215 McLeod Ave, Spruce Grove AB T7X 0G2
Office: 780-571-4770 C: 780-850-7680 Email: info@sprucegrovecitycentre.org

Spruce Grove Public Market Application Quick Checklist:

- ┆ **Application Form**
- ┆ **Complete Description of items being sold & include booth drawing or photo of set up.**
- ┆ **Public Market Liability Insurance (See Rule #2) Food Vendors Only**
- ┆ **Food Handling Permits** issued by Alberta Health Services & in compliance with all Food Handling Requirements (See Rule #2) **Food Vendors Only**



SPRUCE GROVE PUBLIC MARKET
2017 Vendor Application

Congratulations! You have completed the application process to participate in the 2017 Spruce Grove Public Market! All applications will be reviewed by our Public Market Committee. If you are selected, you will receive a confirmation package by mail and/or email. Depending on the number of applications we receive, process approval times will vary.

For more information please visit our website at www.sprucegrovecitycentre.com, email us at info@sprucegrovecitycentre.org or give us a call at the Spruce Grove CCBA at 780-571-4770. You can also follow our updates on social media through **Facebook, Twitter, & Instagram.**

I am eligible, have read, understand and agree to comply with all Market Rules and Regulations as specified by the Spruce Grove City Centre Business Association Public Market Committee.

In order to comply with the Personal Information Protection Act: I give consent for the Spruce Grove City Centre Business Association to disclose my name, company name, email address and/or telephone number to those persons inquiring about my product(s), and for promotion of the Spruce Grove Public Market. I also give permission for photos of my booth/products to be used in promoting the Public Market.

Please sign and date authorization form. Unsigned agreements will not be considered as complete and will not be accepted for review.

Signature: _____ Date: _____

Office use only: Application Received: _____ Accepted: _____ Wait-list: _____ Declined: _____ Invoice Number: _____
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