



# GRANDE PRAIRIE FARMERS' MARKET VENDOR APPLICATION FORM



(Please Print)				
Today's Date:		Vendor Company Name:		
<b>VENDOR INFORMATION</b>				
Last_Name:		First:	Middle:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
Retail Company?		If yes, what is your Retail name?		(Former name):
<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Street address:		Business Phone No.:	Cell Phone No.:	
			(      )	
P.O. Box:	City:		Province:	Postal Code:
Phone:	Fax:		E-mail:	
(      )	(      )			
<b>PRODUCT INFORMATION</b>				
<b>Choose Sales Outlets:</b> Where are your products available? (Please check one or more boxes as required)				
<input type="checkbox"/> Retail Outlet	<input type="checkbox"/> Consignment		<input type="checkbox"/> Other Please Describe:	
<input type="checkbox"/> Special Events (Shows)				
<b>Describe your products:</b> Please list all products you intend to sell. <i>You are required to bring a sample of all new products sold at the market.</i> (Please use back if required)				
Salesperson Name (1):		Salesperson Name (2):		Salesperson Name (3):
<b>MARKET SCHEDULING REQUIREMENTS</b>				
Choose markets you will be attending (Please check one or more boxes as required):				
<input type="checkbox"/> Wednesday (July-September)	<input type="checkbox"/> Friday		<input type="checkbox"/> Saturday	
<b>MARKET SPACE REQUIREMENTS</b>				
Choose classification of membership (Please check one box only):				
<input type="checkbox"/> Member	<input type="checkbox"/> Non-member	<input type="checkbox"/> Make it, Bake it, Grow it	<input type="checkbox"/> Commercial	
Choose space required (Please check one box only): NOTE: Rates vary - see current rate sheet.				
<input type="checkbox"/> Area C (No Wall)	<input type="checkbox"/> Wall A (Full Wall)		<input type="checkbox"/> Wall B (Window Wall)	
Sq. Ft. =	Sq. Ft. =		Sq. Ft. =	
<b>PARKING REQUIRMENTS</b>				
Please indicate vehicle license plate numbers of each vehicle you bring to the Market. License plate #'s & description of each vehicle:				

## THE GRANDE PRAIRIE FARMER'S MARKET

***An Approved Alberta Farmer's Market:*** The Grande Prairie Farmer's Market is an Approved Alberta Farmer's Market. Being an Approved Alberta Market, vendors are classified according to the 80/20 rule; 80% of our overall Market is products from vendors that make, bake or grow it, to produce a true Alberta product. The remaining 20% of the Market is made up of products from outside Alberta or those vendors that do not make bake or grow their products.

***Our MISSION:*** It is the mission of the Grande Prairie Farmers Market to create a unique shopping experience in the heart of the local community, supporting regional producers and growers that provide high quality homemade, grown, or baked goods in a friendly vibrant atmosphere.

***Our VISION:*** Develop a central hub for the Farmers' Market producers and consumers for the Peace River Region. Enhance the heart of the Peace River Region by creating a vibrant location for economic activity that will be a driving force in downtown Grande Prairie. Help create community well being by providing a centre for not for profit organizations. Allow them to champion their fundraising causes and benefit from the energy generated by a regular, high profile community event like the Farmers' Market. Act as a catalyst to build relationships between urban and rural communities: bring people together in one common area. To create weekly event and special events where people can enjoy shopping, eating, entertainment, fundraising, and sustain local dollars.

***Vendor Presence:*** All vendors are expected to remain at the Market from the beginning until the end unless the Vendor has sold out of ALL products or has received approval from the Market Manager. There are table signs available for Vendors who sell out early, to attach their business card to and place on the table top to inform customers they have sold out and will return next Market. It is expected that Vendors will be present to set-up their space at least one-half hour prior to the Market opening to the general public. In the event that a Vendor is not present one-half hour before the opening of the Market to the general public, the Vendor's space maybe reassigned, unless the Vendor provides the Market Manager with prior notice that he/she will be late. Please be sure to communicate with the Market Manager if at last minute you will not be able to attend Market or are going to be late, if you don't reach the Market Manager directly please leave a message to indicate you made that communication. Failing to communicate with the Market Manager will result in a \$10 fine. Friday Markets have been allotted a small margin of flexibility, being absent or late without communication on a Saturday will NOT be tolerated. Vendors that wish to leave their merchandise, if they will be absent must have their space manned by a responsible person and advise them as to these policies and procedures. If space is not manned goods must be removed so that space can be rented. Please note it is a privilege to be able to leave your product set up and is given to Vendors upon attaining their Grande Prairie Farmers' Market membership in good standing. During peak season when the Wednesday Market is added to the week; when Vendors attend Friday and Saturday Markets they will receive the Wednesday Market day free the following week. Vendors that attend Fridays and Saturdays in January will

receive Fridays in February free of charge; you must be in attendance both Friday and Saturday in February to receive this benefit. You must be in attendance January and February not just have product available at the Market.

**Vendor Conduct:** Verbal or physical abuse shall not be tolerated. This shall result in expulsion from the market without warning. Appeals of expulsion must be in writing to the GPRMS Board within 30 days of being expelled and shall be considered by the Board of Directors at their next schedule meeting. Merchandise shall be removed while appeal is being addressed.

**Selling Times:** There will be NO SALE OF GOODS prior to the opening of the Market except the Market Manager, Board of Directors and other Vendors may buy from each other before the opening time. The bell will be rung to signal the start and finish of Market each operating day.

**Parking:** The parking area surrounding the Market including parking on the street is intended for customer use. Upon unloading products, ALL Vendors are to move to the designated Vendor parking areas: a) the parking lot to the west across the street b) the far north east end of the parking lot of the Farmers' Market building c) the parking lot next to the Gold Star Restaurant (must purchase parking stub from machine on Fridays but is free of charge on Saturdays). There are few exceptions as per the discretion of the Market Manager. If any Vendor does not comply with the parking during the Market hours, they will receive a written warning. Every infraction after receiving a warning will result in a \$10 fine.

**Stall Maintenance:** Vendors are responsible for cleanliness of their space. Vendors are expected to ensure that at the end of an operating day their space is left in clean condition, the cleaners will sweep or vacuum the floor area behind your table if your chairs are up on the table. Vendors are responsible to ensure that all garbage is removed from their space.

Please indicate whether you would like to have your name and phone number on a list available to vendors to contact you outside market hours.

- Yes, please include my name and number on a phone list.
- No, please don't include my name and number on a phone list.

**VENDOR ACKNOWLEDGMENT AND AUTHORIZING SIGNATURE**

The Grande Prairie Farmers' Market encourages all vendors to support one another and any Market entities that may be in place (concessions, fundraisers, etc.). This in turn assists in building the community aspect of the Grande Prairie Farmer's Market.

All vendors must sign this form acknowledging they will follow the outlined policies and procedures. The vendor will have a copy of this form for their files and the Market Manager will keep a copy for the Market files.

The above information is true to the best of my knowledge:

I, \_\_\_\_\_ the undersigned, do hereby consent and agree that the Grande Prairie Farmers' Market, its employees, or agents have the right to take photographs, videotape, or digital recordings of my product and name for the purpose of promotion and to use these in any and all media, now or hereafter known, and exclusively for the purpose of promoting the Grande Prairie Farmers' Market. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to the Grande Prairie Farmers' Market, its agents, and employees all rights to use media of my product, in print and electronic form publicly or privately and to market my product as in the best interest of the Grande Prairie Farmers' Market and in accordance with the Grande Prairie Farmers' Market policies and procedures. I understand that there will be no financial or other remuneration for use of media of my product to promote the Market.

I represent that I am at least 18 years of age, have read and understand the foregoing statements, and am competent to abide by these statements. I also maintain that the information I have provided on this form is true to the best of my knowledge:

VENDOR AUTHORIZING SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

VENDOR PRINTED NAME: \_\_\_\_\_

Copy of form provided:  Yes  No

NOTES: