



I give permission for my contact information to be given to customers

Legal Business Name	
Business name for Show Listing	
Contact Name	
Main Phone	
Cell Phone	
Email	
Address, city and postal code	

Baker     Crafter     Producer     Fruit Exhibitor     Other \_\_\_\_\_  
 Do you make, bake or grow your own Products?     Yes     No    Are you a returning Exhibitor?     Yes     No  
 Is your product made, baked or grown in Alberta?     Yes     No    Are you a Commercial Exhibitor?     Yes     No

**Rates & Exhibitor Requirements—Booth Space Includes 8' table, 2 chairs, 1 power outlet**

<b>A: Full-Time Exhibitor</b>	<b>Booth Type—Full-Time</b>	<b>Price</b>	<b># of Booths</b>	<b>Total</b>
	1—10' X 10' Booth	\$1166.45		
	1—Corner Booth	\$1304.25		
	Extra Table	\$137.80		
	Extra 110V Power	\$393.58		
	Extra 220V Power	\$607.74		
<b>B: 3/4 Time Exhibitor</b>	<b>Booth Type—3/4 Time</b>	<b>Price</b>	<b># of Booths</b>	<b>Total</b>
	1—10' X 10" Booth	\$777.60		
	1—Corner Booth	\$915.40		
	Extra Table	\$137.80		
	Extra 110V Power	\$374.85		
	Extra 220V Power	\$578.80		
<b>C: Casual Exhibitor</b>	<b>Booth Type—Casual</b>	<b>Price</b>	<b># of Markets</b>	<b>Total</b>
Commercial Booth	1—10' X 10' Booth	\$93.75		
Homemade Booth	1—10' X 10' Booth	\$65.00		
<b>D: Extras</b>	Extra Table	\$9.52		
	Extra 110V Power	\$18.85		
	Extra 220V Power	\$24.31		

A: Full-time exhibitor—must pre-register & attend at least **23** markets; minimum dates must be held or you will be charged accordingly; **\$500.00 per booth deposit with application. \$400 due June 15. Final Balance due September 7, 2018.**

B: 3/4 time exhibitor—must pre-register for 15 markets & attend at least **13** markets. **\$400 per booth deposit with application. Final balance due August 1, 2018**

C: Casual exhibitor—register week by week; **NO REFUNDS; must be prepaid the WEDNESDAY prior to the market that you want to attend**

Sub Total	
Add 5% GST	
Contract Total	

Please see next page for payment options





# Rules and Regulations:

\* Exhibitors will not be spaced without:

1. Payment \_\_\_\_\_ Initials
2. Fully completed and signed contract \_\_\_\_\_ Initials
3. Schedule of markets being attended \_\_\_\_\_ Initials
4. Exhibition Park Exhibitor Declaration \_\_\_\_\_ Initials
5. Copy of liability insurance \_\_\_\_\_ Initials
6. List of items being sold \_\_\_\_\_ Initials
7. Food Handling Permit where applicable \_\_\_\_\_ Initials

**Please provide a contact for insurance**

\* Liability Insurance is strictly required and must be included in with your contract if you sell food items. If you don't provide proof of insurance, you will not be able to sell food items at the Market. \_\_\_\_\_ Initial

\* For your safety and the safety of your products there is no access to the market outside of Farmers' Market hours. In order to access the pavilion, in case of an emergency, you must be escorted by either the Event Manager or someone designated to assist in the market in their absence. \_\_\_\_\_ Initials

\* Exhibitors must visually display a business name and phone number at their booth (some form of professional looking signage required. Business cards will not be enough {eg: a banner form, not a written sign on paper}). All signage must pertain to product being sold and listed on the contract. Sign approval is up to the discretion of the Market Manager. \_\_\_\_\_ Initials

\* Exhibitors must cover their table(s) with a clean table cloth. \_\_\_\_\_ Initials

\* Exhibitors are responsible for keeping their booth clean and tidy during and after the market; brooms and dustpans can be supplied upon request. Minimal cardboard can be disposed in our cardboard recycle bin. If you have a lot of cardboard and garbage, please take with you upon leaving the market. \_\_\_\_\_ Initials

\* Exhibitors handling food must adhere to the Alberta Health Services Farmers' Market regulations such as:

1. Certification of Government inspected meats.
2. Certification of organic products.
3. All producers must display grade, date packaged and best before date on their product.
4. Previously frozen products must be labelled with the original date of freezing.
5. Weighed items must be weighed on a scale inspected and approved by federal authorities. The inspection sticker "legal for trade" must be displayed on the scale.
6. Exhibitors must include a list of ingredients and allergens on all food products being sold.
7. Jars and containers used must meet Alberta Health Standards for Farmers' Markets.
8. Food Handling Permits - Every exhibitor who handles food will need to be certified by the end of July to remain in good standing. Food handling courses are offered by Alberta Health Services and are free of charge. If you are not certified please call your local AHS office to register for your course.

\_\_\_\_\_ Initials

\* Product guarantee is to be offered by all exhibitors. The exhibitor will replace the product free of charge or return the money to the customer. \_\_\_\_\_ Initials

\* Exhibitors may offer a discount for volume buyers only. \_\_\_\_\_ Initials

\* There will be **NO** price undercutting. Prices are to be visually marked and may not change week to week. \_\_\_\_\_ Initials

- \* New products to be introduced must be requested in writing and approved by the Market Manager. \_\_\_\_\_ Initials
- \* No exhibitor shall be granted more than 300 square feet per booth. \_\_\_\_\_ Initials
- \* All exhibitors are to be loaded in the market by 7:30 a.m. This time must be strictly adhered to. If you are not in before 7:30 a.m. you will not be permitted to set up your product and you will not be refunded. The hours between 7:30 a.m. and 8:00 a.m. are to be used for booth set up only. \_\_\_\_\_Initials
- \* No exhibitors shall pack up before 1:00 p.m. \_\_\_\_\_Initials
- \* Exhibitors found arriving late, leaving early or missing scheduled markets may have their booth location re-evaluated at the discretion of the Market Manager. \_\_\_\_\_ Initials
- \* Offensive behaviour displayed to either fellow exhibitors, members of the public, Exhibition Park staff, or volunteers will **NOT** be tolerated.
- \* If a exhibitor or their staff is reprimanded by the Manager three (3) times about infractions of the rules, on the third infraction the Exhibitor will be removed from the current market and suspended from all Exhibition Park sanctioned markets for the rest of the market season. \_\_\_\_\_Initials
- \* Exhibitors dismissed from the market will be excused for the remainder of the season and must resubmit a contract as a new exhibitor for the following year. \_\_\_\_\_ Initials
- \* Idle and indiscreet talk will no longer be tolerated. Appeals or complaints regarding the Exhibition Park Farmers' Market must be received in writing to the Events Coordinator within thirty (30) days of the complaint, decision, or incident. \_\_\_\_\_ Initials
- \* The Event Coordinator will respond to the appeal or complaint within thirty (30) days of which it was received. \_\_\_\_\_ Initials
- \* The Event Coordinator has full control of operations and conduct in the market. \_\_\_\_\_ Initials
- \* **If you are a food exhibitor, you MUST include a copy of your food safety certificate with this contract. \_\_\_\_\_ Initials**

# Lethbridge Exhibition Park Farmers' Market 2018 Exhibitor Declaration - Bakers, Produce & Meat Exhibitors Only

Eligibility Criteria:

Priority will be given to Primary Producers who are returning from the 2017 season.

Exhibitors are chosen to represent a good market mix.

Exhibitors must be in good standing with Exhibition Park and Alberta Health Services.

Priority will be given to Exhibitors who commit to 23 of the 25 scheduled market days.

**Food Safety Certificate submitted with application (we cannot accept anyone handling food without this certificate)**

About the Exhibitor:

The Producer (growers, bakers)

Is your product sold wholesale or available at a retail outlet? \_\_\_\_Yes \_\_\_\_NO

If yes, please indicate where \_\_\_\_\_

Do you attend other Farmers' Markets? \_\_\_\_Yes \_\_\_\_No

If yes, please indicate where \_\_\_\_\_

I certify that I personally make, bake, grow or raise all products offered: \_\_\_\_Yes \_\_\_\_No

For Meat Exhibitors:

Are you a primary producer and/or is the meat raised on your land that you are selling? \_\_\_\_Yes \_\_\_\_No

For B.C. Fruit Exhibitors:

Are you the primary producer and/or is the fruit you are selling grown on your own land? \_\_\_\_Yes \_\_\_\_No

If you are the primary producer where is your land located? \_\_\_\_\_

Please indicate size and land base location

\_\_\_\_\_

\_\_\_\_\_

Using items listed on the product listing, please indicate which products you buy from other orchards and/or Berry Co-ops and bring to the market if applicable. By not filling out this portion, you are indicating that you are the primary grower of **ALL** fruit listed and displayed at the market.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exhibition Park reserves the right to verify all product sources as deemed necessary to maintain constituency and individuality of the market for the benefit if all served by the market. I hereby certify that all the information I have provided on this application is accurate and complete. I have read and agree to comply by the rules and regulations listed and initialed.

Signature of applicant: \_\_\_\_\_

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



## 2018 Dates

## 2018 Saturday Farmers' Market

May 12		June 16		July 21		Aug 25		Sep 29	
May 19		June 23		July 28		Sep 1		Oct 6	
May 26		June 30		Aug 4		Sep 8		Oct 13	
June 2		July 7		Aug 11		Sep 15		Oct 20	
June 9		July 14		Aug 18		Sep 22		Oct 27	

- ❖ **Please mark** which Markets you would like to attend (This is **NOT** an option. It is required in order for us to space the markets).
- ❖ Three-quarter time exhibitors MUST arrive on date indicated; MISSED markets will count towards your minimums
- ❖ Full-time exhibitors are expected to attend **23** of 25 markets
- ❖ Three-quarter time exhibitors are expected to attend **13** of 25 markets.

**Please note: If minimum dates are not met, your contract will be adjusted and you will be charged accordingly.**

### Important Dates:

- ❖ June 9 Last market in West Pavilion
- ❖ June 16 First Market in North Pavilion
- ❖ August 25 Whoop-Up Days Market (8am—11am. This is **NOT** a mandatory market)

Do you require a table at your booth?  No  Yes

Do you require chairs at your booth?  No  Yes How Many: \_\_\_\_\_

Do you require a power outlet?  No  Yes

(If yes, please indicate what item needs power and the amps/volts)

Item(s) requiring power:

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Amps/Volts: \_\_\_\_\_

**Exhibition Park does not provide extension cords. You must provide your own extension cord adequate to safety standards.**



## Contract Policies for Farmers' Market

1. Each booth space includes: 1—8' table, 2 chairs, 1—15amp/110V power receptacle
2. All **additional exhibitor requirements** not included in this contract, must be ordered 5 days prior to the Market. Exhibition Park cannot guarantee any additional requirements
3. Full-time exhibitor contracts are due **APRIL 6, 2018** with a \$500.00 deposit per booth. An additional \$400.00 per booth is due **JUNE 15, 2018**. The FINAL balance is due **SEPTEMBER 7, 2018**.
4. Acceptance of payment by Exhibition Park under this contract does not guarantee space at the Market. If space is available and assigned, the exhibitor will receive a confirmation package.
5. Any contracts received from returning exhibitors after the deadline date of **April 6, 2018** will be processed with the submissions of new exhibitors and no preferential treatment will be given.
6. Market Administration will make every effort to accommodate all exhibitors and the space requested. Due to limited availability and selection, Market Management cannot guarantee space allocations and reserves the right to make changes as necessary. Exhibitors in good standing from previous markets (returning exhibitors) will have the first right of refusal on space, not location.
7. A 25% administration fee will be charged for cancellations by exhibitors 30 days prior to the market.
8. All monies will be forfeited for cancellations by exhibitors less than 30 days before the start of the market.
9. All cancellations must be received by Exhibition Park in writing.
10. **Exhibition Park reserves the right to refuse space in the show to any exhibitor.**
11. Exhibitor parking is available on the west side of the building.
12. Under no circumstances can anyone other than electricians from Exhibition Park make electric service connections or repairs. The same applies for water service connections.
13. **Extension cords will NOT be provided by Exhibition Park.** Exhibitors must provide their own extension cords, as the power may not be located directly in reach of their booth.
14. No exhibitor will have exclusive rights to products. Other exhibitors will be allowed to sell a similar product. However Market Management will do its best to ensure there is not an abundance of similar items.
15. The exhibitor must clearly identify on the contract form their **product description** and **brand names** they are selling. The exhibitor is limited to the sale of the items listed on the initial contract. All additions to the exhibitor product list must be provided in writing and approved by the Market Manager prior to market set-up. You will be asked to remove any items not previously approved by the Market Manager.
16. Any products shipped in or out for the Market must be labelled with your booth number, company name, and contact information with all documents prepared for shipping. Products are NOT shipped any earlier than one week prior to the Market.
17. Exhibitors are required to keep their exhibit space and surrounding aisle ways free and clear of obstructions. Exhibitors shall not operate equipment, so as to interfere with adjoining space and will conduct business in a quiet and orderly manner.
18. No threatening or aggressive behaviour to Exhibition Park staff and/or volunteers, security, members of the public, or of other exhibitors will be tolerated. Market Management may at any time in its discretion remove the exhibitor, and/or its employees/workers from Exhibition Park for any violation of this contract.
19. Following written notice, exhibitors in violation of the Market regulations shall be excused from the show for **ONE YEAR** and subsequently must request future participation as a new exhibitor.
20. Market Management reserves the right to terminate or limit any demonstrations, which is objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke, or detrimental to the character and nature of the Market.



21. Trailers or decaled vehicles of any kind for the purpose of advertising, are not permitted to park in Exhibition Park's parking lot or along the fence line during the market. Exceptions to this rule include if you have rented an outdoor booth space, are a paid sponsor, or other arrangements have been made with Exhibition park. Utility trailers can be parked and stored during the market as designated by Exhibition Park.
22. Sub-letting and sharing of exhibit space or transfer of application to another person or company not indicated as a exhibitor is not permitted. A contract must be completed for every exhibitor.
23. All sales must take place within your allotted booth. You are not permitted to leave your booth and solicit business from the aisles or adjacent booths.
24. Direct selling is allowed. However, your entire display must remain intact throughout the market and within your booth space.
25. Raffle draws are NOT allowed unless a gaming licence is provided to Exhibition Park. Free draws are permitted.
26. No helium balloons, helium cylinders or propane tanks will be allowed within the building.
27. No smoking of cigarettes or vaping is allowed within the facilities or outside main entrance doors.
28. No animals are allowed in the booth, on the grounds, or in vehicles at the time of the market.
29. Market Management reserves the right to make changes, additions or deletions to market regulations at any time considered necessary
30. Business signage must be free standing (no tacks, nails or tape may be used), no higher than 12 feet and must remain within your booth space.
31. No signage representing Exhibition Park or any Exhibition Park sponsors can be covered or removed.
32. Printed material for the purpose of solicitation outside the boundaries of your allotted area is not allowed to be distributed during markets unless authorized by management. Stickers, windshield flyers etc. are prohibited.
33. Your exhibitor information will appear on our exhibitors list (please note the name listed in your contract will be the name that appears in all advertising lists and government issued reports). By signing this contract you give Exhibition Park permission to include your information on the exhibitors list and to distribute these lists as Exhibition Park deems appropriate. For example, this information may be provided to, but not limited to the show guide (if applicable), and various media outlets (such as Facebook, Instagram, Snapchat), or Exhibition Park's website. In addition, your name as well as any pictures of your booth or pictures of company representatives may be used in public relations, marketing and other media correspondence.
34. Exhibitors using any type of heating/burning device must have a regulation fire extinguisher in their booth. The policy of the Lethbridge Fire Prevention Bureau governing displays and exhibits under the *Alberta Fire Code* **MUST BE** adhered to.

## Insurance

1. All exhibitors listing food items being sold must provide proof of insurance "Certificate of Insurance" as evidence insurance is maintained for your booth, including Comprehensive General Liability Insurance with a minimum limit of \$1,000,000. For Non-Edible products it is encouraged you have liability insurance in place to protect your safety and the safety of your customers and fellow exhibitors.
2. The Certificate of Insurance must name "Lethbridge & District Exhibition" as an additional insured.
3. Exhibition Park Management, its officers nor agents will be held responsible or liable for any manner of loss or damage that may occur to property or persons during times of move-in, event and move-out. Exhibitors are responsible for all their materials and should take adequate security measures at all times
4. Exhibitors must carry and show proof with their contract of personal liability insurance for all contracts listing food items as being sold by the exhibitor.

## Food Services

1. All food and liquor services at the market are controlled by Exhibition Park.
2. Food exhibitors will be limited to sell items not sold by Exhibition Park's concessions. Exhibition Park reserves the right to limit the number of food and/or beverage exhibitors in the market.
3. No alcoholic beverages are permitted to be consumed at any exhibit site or display area, unless they are approved to do so, and follow AGLC regulations.
4. The *Public Health Act Food Regulations* will be adhered to
5. All food exhibitors must provide their own drainage tank (i.e. Blue Boy) and are responsible for emptying at the designated area on a daily basis.
6. **Each food exhibitor must comply with the *Alberta Health Food Safety Regulations*, which includes applying for a Special Market Food Exhibitor Notification.** You may download an application at <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>.

For further information please contact the Lethbridge office directly at 403-388-6690 .

Please return your completed contract to **Lisa Ludwig** at  
[lisa@exhibitionpark.ca](mailto:lisa@exhibitionpark.ca)

3401 Parkside Drive S, Lethbridge, AB T1J 4R4

Fax: 403-320-8139