



**WEDNESDAY Farmers' Market Contract**  
**July 4, 2018—September 5, 2018 10:00am—3:00pm**

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

Legal Business Name	
Business name for Advertising	
Contact Name	
Main Phone	
Cell Phone	
Email	
Address, city and postal code	
License Plate Number:	

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 & Vendor Requirements - Booth space includes: 8' table, 2 chairs**

Booth Type	Price	# of booths required	Total Price
10' x 10' Exhibitor booth (Full Time Exhibitor)	\$336.25		
Casual Exhibitor Booth	\$63.95/market		
Extra Table for the season	\$22.50		
<b>Full-Time Exhibitor:</b> No refunds. Full payment must be received by May 18, 2018			<b>Sub Total</b>
<b>Casual Exhibitor:</b> No refunds. Booths <b>MUST</b> be prepaid the Friday prior to the market you are attending.			<b>Add 5% GST</b>
<b>Extra Tables:</b> 1 table included per booth. \$22.50 for each additional table. A \$20.00 deposit per day will be charged for all tables given, and refunded daily. Please note: Only contracts with # of tables listed will be provided each week.			<b>TOTAL</b> \$

**Payment & Contract Agreement**

- Returning exhibitor applications are due **May 18, 2018**. If not received by this date, you will be considered a "NEW EXHIBITOR" and the booth space **will not** be held and will be released for resale.

- The exhibitor is subject & bound to all the trade show policies, rules & regulations. The exhibitor acknowledges having read the attached policies, rules & regulations and understands they form part of this contract as entered into with Exhibition Park.

- By signing the contract below, I authorize Lethbridge & District Exhibition the use of my credit card number to process this application and all forthcoming amounts related to this contract.

Cheque attached     Cash     Debit card     E-Transfer (payments@exhibitionpark.ca) **{PLEASE NOTE: If paying by E-Transfer, please add your business name in the optional comments of the transfer}**

Credit Card No. (V/MC) \_\_\_\_\_ Expiry \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Ex Park    GST #R123172801

Invoice #FM-0512-102718    PID #AA03FUU41

**Office Use Only:**

Booth# \_\_\_\_\_ EP: \_\_\_\_\_ DB: \_\_\_\_\_ Finance: \_\_\_\_\_ Mapped: \_\_\_\_\_ CP: \_\_\_\_\_

Initial payment: \_\_\_\_\_ Second Payment: \_\_\_\_\_ Final Payment: \_\_\_\_\_

## Contract Policies for Farmers' Market

1. Each booth space includes: 1—6' table, 2 chairs. No power is available at this location.
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 **May 18 ,2018** with full booth payment. For casual exhibitors booths must be pre-paid by either cheque, cash, debit, credit card (Visa or MC) or E-Transfer prior to the Market that you want to attend.
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 **May 18, 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 with an assigned pass weekly around Galt Gardens. You are not permitted to park in front of the businesses on 3rd avenue or anywhere on 6th street.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. Direct selling is allowed. However, your entire display must remain intact throughout the market and within your booth space.

21. Raffle draws are NOT allowed unless a gaming licence is provided to Exhibition Park. Free draws are permitted.
22. No smoking of cigarettes, marijuana or vaping is allowed within your booth space.
23. No animals are allowed in the booth, on the grounds, or in vehicles at the time of the market.
24. Market Management reserves the right to make changes, additions or deletions to market regulations at any time considered necessary
25. 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.
26. 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.
27. 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, in case something happens within your booth space.
2. The Certificate of Insurance must name "Lethbridge & District Exhibition" as an additional insured. This can be obtained through your insurance company or through Foster Park Brokers. [www.fbc.ca](http://www.fbc.ca) 1-800-668-3213
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 .





## **A Proud Alberta Approved Farmers' Market where you make it, you bake it, you grow it, you sell it!**

### **Objectives of an Alberta Approved Farmers' Market are:**

- To maintain and provide the opportunity for profitable and direct market access of safe and high quality Alberta agricultural and Agri-food products to the consumer.
- To provide a framework allowing for a direct sales outlet for safe and high quality handcrafted goods and processed foods, produced in accordance with provincial and federal regulations.
- To enhance community development and build community relationships for Albertans within Alberta's rural and urban settings.
- To provide an opportunity for vendors and managers to acquire the knowledge and to develop the skills needed to maximize the potential success of an Alberta Approved Farmers' Market.

### **Who is eligible to sell at an Alberta Approved Farmers' Market?**

- Alberta residents
- Alberta agricultural producers
- Individual Albertans that make, bake or grow their own product

### **What may be sold at an Alberta Approved Farmers' Market?**

- Exhibitors at the Exhibition Park Farmers' Market are classed according to the 80/20 rule. 80% of the exhibitors must sell products they have made, baked, grown or produced in Alberta.
- 20% of the remaining exhibitors must sell products that will compliment the market mix. The sale of products by distributors, franchises, existing storefront owners or the re-sale of any products is discouraged. Sales by agricultural, commodity or agri-food association are allowed provided their products compliment the existing market mix and they meet the requirements of those who may sell. The sale of used goods, flea market products is strictly prohibited at an Alberta Approved Farmers' Market.

All exhibitors **MUST** abide by the rules and regulations on the next page.

Please initial all boxes to indicate understanding and acceptance and return the page with your contract and full product listing.

# 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 (For food exhibitors) \_\_\_\_\_ Initials
6. List of items being sold \_\_\_\_\_ Initials
7. Food Handling Permit where applicable \_\_\_\_\_ 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. \_\_\_\_\_ 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 Manager. \_\_\_\_\_ Initials

\* No exhibitor shall be granted more than 300 square feet. \_\_\_\_\_ Initials

\* All exhibitors are expected to be at the market by 9:30 a.m. This time must be strictly adhered to. If you are not in before 9:30 a.m. you will not be permitted to set-up your product and you will not be refunded. \_\_\_\_\_ Initials

- \* No exhibitors shall pack up before 3:00 p.m. \_\_\_\_\_ Initials
- \* No exhibitor found arriving late, leaving early or missing scheduled markets may have their booth location re-evaluated at the discretion of the Market Manager. \_\_\_\_\_ Initials
- \* Vehicles will no longer be allowed in the market area. This includes set-up and take-down. Vehicles will only be allowed at the start of the set-up time to drop off stock trailers and must be out before other exhibitors arrive. \_\_\_\_\_ Initials
- \* Exhibitor parking is across from the market along Galt Gardens only! You may use 6th street to load and unload your product from your vehicle, but your vehicle must be moved before 9:30 a.m. Exhibitors found parking on 6th street or in front of businesses on 3rd avenue will be recorded and will no longer receive parking passes from Exhibition Park or the Downtown BRZ. \_\_\_\_\_ 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
- \* The market is for the purpose of sales of commercial, handmade, baked or gown items. It's purpose is not to promote religion or politics and doing so will not be permitted. \_\_\_\_\_ Initials
- \* Unbecoming conduct outside the market by an exhibitor that my reflect back to the market will be reviewed and will be cause for removal of the market. \_\_\_\_\_ Initials
- \* **If you are a food exhibitor, you MUST include a copy of your food safety certificate with this contract. \_\_\_\_\_ Initials**

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**

# 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 2018 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: \_\_\_\_\_