



WEDNESDAY Farmer's Market Contract

July 8th - September 9th, 2020

10:00a.m. -3:00p.m.

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

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

Baker Crafter Producer Fruit Exhibitor Other _____

Do you make, bake or grow your own Products? Yes No

Were you in the Market in 2019? 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: 6' table, 2 chairs

Booth Type	Price	# of booths required	Total Price
10' X 10' NO Corners	\$336.25		
10' X 10' ONE Corner	\$403.50		
10 X 10' TWO Corners	\$504.38		
Casual Exhibitor Booth	\$63.95/market		
			Sub Total
Full-Time Exhibitor: No refunds. Full payment must be received by May 17th, 2020			5% GST
Casual Exhibitor: No refunds. Booths MUST be prepaid by the Friday prior to the market			Total \$

Payment & Contract Agreement

- Returning exhibitor application are due **May 15th, 2020**. 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 that 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.

<input type="checkbox"/> Cheque attached # _____	Ex Park GST #R123172801
<input type="checkbox"/> Cash	Invoice #FM-0708-090920 PID #AA03FUU41
<input type="checkbox"/> Debit Card	
<input type="checkbox"/> E-Transfer send to: payments@exhibitionpark.ca (In the comments section include your business name and event) {Password to be: Expark}	
<input type="checkbox"/> Credit Card No. _____	Expiry _____ CVV _____
Signature _____ Date _____	
Contracts MUST be signed to be accepted. Please sign above or print and sign	

Office Use Only:

Booth # _____ EP: _____ DB: _____ Finance: _____ Mapped: _____ CP: _____

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

**Please provide a
contact for
insurance**

* 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. (e.g. 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 cloth. _____ Initials

* Exhibitors are responsible for keeping their booth clean and tidy during and after 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 nest before date on their product.
4. Previously frozen products must be labelled with the original date of freezing.
5. Weighed items must be weighted on 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 9:30a.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
- * 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
- * Vehicles and trailers 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 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 behavior displayed to either fellow exhibitors, members of the public, Exhibition Park staff, or volunteers will **NOT** be tolerated.
- * If an exhibitor or their staff is reprimanded by the Market Manager three (3) time about infractions for the rule, 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 following year. _____ 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, indiscreet talk and gossiping with other exhibitors 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 grown 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 may 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 complete contract to **Marisa Holloway at Marisa.Holloway@exhibitionpark.ca**

3401 Parkside Drive S, Lethbridge. Ab T1J 4R4

Phone: 403-317-3222

Fax: 403-320-8139

Lethbridge Exhibition Park Farmers' Market 2020 Exhibitor Declaration—Bakers, Produce & Meat Exhibitors Only

Eligibility Criteria:

Priority will be given to primary producers who are returning from the 2019 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 10 scheduled market days.

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

About the Exhibitor:

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: _____

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 15th, 2020** 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. Once you have been accepted into the market, payment is required. Once payment has been received you will receive a confirmation package with information about the market.
5. Any contracts received from returning exhibitors after the deadline date of **May 15th, 2020** 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 before the start of the market.
8. All monies will be forfeited for cancellations by exhibitors less than 30 days before the start of the market.
9. All cancelations 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. Your license plate is required for you to attain this pass.
12. No exhibitor will have exclusive rights to products. Other exhibitors will be allowed to sell similar products. 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 their 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 behavior 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 an 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 aisle 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 license is provided to Exhibition Park. Free draws are permitted.
22. No smoking of cigarettes, marijuana or vaping is allowed within the market.
23. Animals are not permitted in food exhibitors booths. Other booths may have small, quiet animals in their space.
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 \$2,000,000. 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 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 of 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. 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.
3. The *Public Health Act Food Regulations* will be adhered to.
4. 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.
5. **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.