



COLD LAKE FARMERS' MARKET  
VENDORS' RULES  
OCTOBER 1, 2017 – SEPTEMBER 30, 2018

1. **The Farmers' Market motto is "Make it, Bake it, Grow it."—this means you yourself do the work.** Twenty percent of vendors can be home-based business. Store front and or commercial business will not be allowed to vend at this market. Potential vendors who live within 50 km of the Alberta-Saskatchewan border will be considered for vending, providing they meet all other criteria.
2. **Only those products APPROVED on your application will be accepted into the market. Any additional or new products need to be submitted for approval.** Some product/s may be conditionally approved for a limited time.
3. **Tables must be booked 2 days prior to sale date** by calling Joyce at 780-826-2192 or cell 780-545-0925 or by email at [FM@coldlakeag.com](mailto:FM@coldlakeag.com) to ensure a table is available and to ensure guidelines are met. Regular vendors do not need to call before each sale; however, everyone should advise the manager if they will be missing a sale. Failure to do will result in your spot being given to someone else. **NOTE: YOU CANNOT BOOK TABLES FOR ANYONE BUT YOURSELF.**
4. Table rental is \$10.00 per table. Refrigeration/freezer power requirements: \$1.00 extra per day. The manager determines where vendors will be placed.
5. Hours of operation are from: 4 p.m. to 6:30 p.m. Vendors **must not** start selling prior to 4 p.m. except to other vendors. Customers with pre-booked orders must wait until 4 p.m. to pick up their goods. Vendors must be out of the building by 7:30 p.m. unless told otherwise by the manager. Vendors are expected to remain at the market until 6:30 p.m. unless all their merchandise has been sold.
6. **Vendors must stay until 6:30 p.m.** unless they are sold out of their product or, in special cases, have permission to leave early.
7. Agriplex will be open for vendors to set-up at 2 p.m. **If earlier set-up is required, arrangements must be made with the market manager.**
8. Guests, friends, and family members not assisting the vendor may not enter the selling area until 4 p.m. Each vendor is entitled to two chairs, one for the vendor and one for an assistant. To prevent overcrowding, **visitors are not allowed to sit behind the tables. Visitors MUST NOT interfere with the running of the market or interfere with discussions between vendor/s and manager.** Children of vendors must be kept behind the vendor's table.
9. Vendors, their family and/or friends **MUST NOT** go from table to table advertising their or their family's/friend's goods.
10. **All food vendors are required to obtain a Farmers' Market Home Study Course before selling any food items, including vegetables and fruit.** Check the Farmers Market tab at [www.coldlakeag.com](http://www.coldlakeag.com) or Alberta Health for the online course. The market manager will check foods to ensure they are kept at the correct temperature at the market. Note that new bags must be used when bagging food items for customers. Other items such as crafts can be put in used bags, although new bags look much more professional.
11. All food items, except vegetables, must be **fully wrapped BEFORE coming to the market.**
12. Vendors are responsible for following and meeting all Community and Health Board health regulations and must provide proof if requested to do so.

13. All food items must be **clearly labelled** (font at least 1/4 cm high) with the ingredients listed from most to least, vendor's name, address, phone number, and date made. Known allergens must be clearly noted on the label. **Any food items not properly labelled will not be allowed to be sold at the market.** Fruit and vegetables do not need to be labelled. Check the Canadian Food Inspection Agency (CFIA) website for all details.
14. Egg cartons **MUST NOT** display the name of any company other than the person/s selling the eggs, or show a grade.
15. Vendors providing samples must do so with tongs, toothpicks, etc. under the Health and Safety Guidelines. Samples containing meat must be kept on ice. If samples are prepared on site, the vendor must provide a hand washing facility at his/her table.
16. All vendors are expected to behave in an ethical fashion and dress appropriately. We are a "friend-oriented" market. Vendors who are rude to customers or other vendors/manager will be expelled from our market.
17. Vendors with complaints concerning the market, its operation, rules, etc., may address them to the Farmers' Market manager. **Complaints MUST NOT be taken to the Building Manager.** Unsatisfactory resolution of the concern/s should be addressed in **writing**, with supporting documentation, to the Cold Lake Agricultural Society Board of Directors. 4608 - 38 Ave. Cold Lake, AB T9M 1K6. Vendors who violate this rule will be expelled immediately from the Cold Lake Farmers' Market.
18. Vendors must not "tattle" on other vendors or give unwanted advice to them. Doing so could result in the complainant's temporary expulsion from vending at the market.
19. **All vendors must ensure their table and area is left clean before leaving the market.**
20. A meeting for vendors will be held on September 27, 2018 at 6:30 p.m. .
21. Failure to maintain your responsibilities or abide by these rules may result in expulsion from the Cold Lake Farmers' Market without further warning.

I have received, read and understand the rules governing the Cold Lake Farmer's Market and hereby agree to abide by the rules set forth. **Rules are subject to change as required.** Changes will be given in writing to vendors.

Vendor (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Address: \_\_\_\_\_

Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address: \_\_\_\_\_

Product/s Sold \_\_\_\_\_

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