

Farmers Market



1248 Livingston Way NW Calgary, AB T3P 0V9 | 587-391-6239 | marketmanager@livingstonhub.ca

Vendor Application

Livingston Homeowners Association is proud to provide Calgary's newest community-based Alberta Approved Farmers Market. Livingston Farmers Market.

As a potential vendor, we want to welcome you and thank you for your interest in joining us for the 2022 Summer Season. Please review our Farmers' Market Rules and Regulations, complete and submit our Livingston Farmers Market Application form to be considered as a vendor for the 2022 Summer Season.

Livingston Farmers' Market is hosted *New Day*** Tuesdays June 7th – September 27th, 2022, 3:00-7:00 PM**

Location: Livingston Farmers' Market, 1248 Livingston Way NW, Calgary, AB T3P 0V9

The Livingston Farmers' Market is an outdoor market. Vendors are expected to attend the market rain or shine and refunds for inclement weather will not be issued. Please come prepared.

Vendor Name:	Business Name:
Address:	City:
	Postal Code:
Day Phone:	Cell:
Email:	Facebook Page:
Website:	

PLEASE DO NOT SUBMIT YOUR PAYMENT UNTIL YOUR APPLICATION HAS BEEN APPROVED AND AN INVOICE HAS BEEN ISSUED. INVOICES ARE SENT TO THE EMAIL ADDRESS YOU PROVIDE.

Full-Time Vendor: Must register for all 17 markets, confirmed 10 x 10 space throughout the market season, first choice of availability. Includes all market dates: June 7 through September 27, 2022 - \$680 + GST. 10% off, if paid in full by June 3, 2022 - \$612 + GST.

Part-Time Vendor: Must register for 7+ markets, confirmed 10 x 10 space throughout the market season. Pre-selected dates between **June 7 through September 27th**. \$40 + GST per market, 5% off if paid in full by June 3rd, 2022 for 7+ market dates.

Casual Vendor: Must pre-select dates between June 7th – September 27th. \$45 + GST per market, payable by the Sunday prior to the selected market date by 6:00 pm (no exceptions).

Fees above are calculated before GST. Please do not submit payment until you have obtained approval of your application and your invoice has been sent to you. Payable by credit card, cash or cheque to Livingston Homeowners Association, 1248 Livingston Way NW, Calgary, AB T3P 0V9 or etransfer to: feepayments@livingstonhub.ca

June 7	July 5	August 2	September 6
June 14	July 12	August 9	September 13
June 21	July 19	August 16	September 20
June 28	July 26	August 23	September 27
		August 30	

Vendors are required to supply all their own equipment. Tents must be weighted with a minimum of 30 lb. per corner.

Market Specifics

Number of Stalls Required:

Special Consideration for Placement:

Product Description

Please indicate all categories that apply to your sales:

<input type="checkbox"/> Garden Produce	<input type="checkbox"/> Baking	<input type="checkbox"/> Knitting/Sewing	<input type="checkbox"/> Candy
<input type="checkbox"/> Greenhouse Produce	<input type="checkbox"/> Preserves, dips, condiments, sauces	<input type="checkbox"/> Wood Crafts	<input type="checkbox"/> Jewellery
<input type="checkbox"/> Meat/Fish/Poultry	<input type="checkbox"/> Dairy	<input type="checkbox"/> Cosmetics/Beauty	<input type="checkbox"/> Pet Food
Other, please list		Other Agricultural Product	

Commercial Products (please explain)

Provide a detailed description of all the items you intend to sell at the market. Products not listed on this form will not be allowed at the market. Use an additional sheet if more space is needed. Remember to include photos of your main product line with your application.

Where is your product available? List other markets, retail, wholesale, etc.

Release of Information

As a vendor, I give permission for business information (as listed above) to be used for product referrals and in vendor information directories and on the Livingston Farmers' Market website; also, for use on Facebook, Instagram and social media platforms. Information and mailing lists are otherwise kept confidential and used to inform vendors of upcoming events.

Vendor Signature:

Farmers Market



Liability Waiver

In consideration of being allowed to use the facilities of the Livingston Farmers' Market, I/we, the undersigned hereby agree as follows:

1. To waive any and all claims that I/we, of (business name) may have had or may have in the future against the Livingston Farmers' Market, its directors and officers, employees, agents/contractors, representatives, volunteers.
2. To release the Livingston Farmers' Market from any and all liability for any loss, damage, and injury or expense that occurs out of the use of any of the facilities of the Livingston Farmers' Market, by the above-named vendor, their family, their employees or volunteer participants.
3. To hold harmless and indemnify the Livingston Farmers' Market from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs on a solicitor-and-his-own client full indemnity basis, resulting from the participation in any event to be held in the facilities of the Livingston Farmers' Market throughout 2022.

I/we, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, importance and meaning.

Participant(s) signature(s):

Date:

Accuracy & Acknowledgement of Rules & Policies

By my signature below, I declare the information on this form to be complete and accurate and I agree to pay the rates as set out by the said due date and to abide by the rules and Market policies. I understand that not all applicants are granted space in the Livingston Farmers' Market and it is the right and responsibility of the Livingston Farmers' Market to decide who may vend products and allocation of space at the market.

Signature of Applicant:

Date:

Farmers Market



Vendor Rules & Market Policies

In addition to the information provided in the pages previous to this, please note the following rules and policies which govern our market:

Set up Time, Stall Clean Up, & Vendor Parking

1. Market runs weekly on Tuesdays from 3:00 to 7:00 pm
2. Vendors are provided site access from 1:00 pm onward or upon special request. Vendors who have not arrived one-half hour prior to market start time may forfeit their stall, without refund, unless prior notice was provided to the market manager. Repeated tardiness or no-show will result in permanent forfeiture of the vendor's stall without refund. Please stay in communication with the market manager all times.
3. Access to market: market management will be on hand to facilitate entry.
4. Vendors must be prepared to take down their displays within a maximum of one hour following market closure time and are responsible for ensuring their rented space is left completely clean of any and all debris and/or garbage related to their operation. Vendors will ensure their products and display are not a cause for litter or environmental debris of any sort.
5. Vendors will not pack up their display prior to market end time. In the event of a vendor selling out of product, they are to use the remaining time as an opportunity to continue showcasing their business and products through direct customer interaction.
6. Vendors that move their vehicles or drive out before market close without the express permission of the market manager may be expelled from the market with no refund of fees. This is a safety concern and violators will not be tolerated.
7. The Livingston Farmers' Market follows the 80/20 rule; that is, during no market event may the total number of commercial vendors exceed 20% of the total vendors present during the market event.

COVID 19 Guidelines for Farmers' Markets Vendors/Stall Holders

1. A market stall is considered its own place of business, comparable to retail outlets in a shopping centre. Any business operating during the COVID-19 pandemic is legally obligated to put measures in place that prevent the spread of infection amongst staff, volunteers and customers.
2. Follow all mandatory measures set out in the Chief Medical Officer of Health's orders. Consider additional steps, including:
 - a. Performing frequent hand hygiene
 - b. Creating barriers (e.g.: glass or plastic partitions) between patrons and workers
 - c. Prepackaging for all food sampling
 - d. Preventing customers from gathering
 - e. Asking customers to refrain from handling products and to point out the items they want bagged by staff
 - f. Wearing appropriate personal protective equipment (PPE), such as masks (see PPE section in Workplace Guidance for Business Owners) as required.
3. Follow cleaning and disinfecting practices described in the workplace guidelines, including regular sanitation of any stall surfaces and equipment touched by workers and patrons.
4. Take precautions at the point of sale to reduce transmission.
 - a. Physically distance workers from patrons or install physical barriers
 - b. Sanitize electronic keypads after each use
 - c. Minimize the handling of money
 - d. Ensure gloves are available for workers handling cash
5. Update business return policies to prevent the risk of transmission of COVID 19. This may include eliminating returns of purchased goods (i.e. final sale only) or storing and cleaning items before they are put out for resale.
6. Continue to follow all existing legal requirements that normally apply, such as those set out in the Food Regulation and operate within your normal conditions of approval.
 - a. For example, farmers' market vendors who are otherwise restricted from offering curbside pickup or home delivery of food products, are still not permitted to sell food in this fashion, unless this activity has been approved by Alberta Health Services. To keep up to date on frequently changing regulations, refer to <https://www.alberta.ca/biz-connect.aspx>

Market Fees

1. Fees can be paid by credit card, cheque or money order, and made payable to: Livingston Homeowners Association. Etransfers can be sent to: feepayments@livingstonhub.ca. If unsure of vendor fees to be sent please ask before sending etransfer. An invoice will be issued to you via email. Please do not make any payment until you have received your invoice.
2. NSF payments of any sort will be charged at a rate of \$30 per occurrence. Vendors with unpaid accounts (including NSF payments) risk forfeiture of their stall space until the account is brought up to date.
3. In the event that a vendor is asked to leave due to an imbalance of the 80/20 rule, the vendor shall be refunded the market fee for that day.

4. Refunds shall NOT be issued under any circumstance, including, but not limited to:
 - No-Shows
 - Weather
 - Dismissal due to non-compliance of market rules
 - Dismissal due to non-compliance of AHS rules and orders
 - Dismissal due to non-compliance of any level of Government rule, order, or directive.
 - Dismissal due to rude and abusive behavior to other vendors, patrons, volunteers, the market manager and their representatives, or anyone attending the Livingston Farmers' Market.
5. Pre-paid fees are not transferrable to other market dates.

Stall Space & Equipment

1. A limited number of stalls are available. Vendors are encouraged to invest in the equipment they require for their operation.
2. Stalls are 10' x 10', with canopies or tents provided by the vendors. Any tent or canopy used must be weighted with a minimum of 30 lb. on each corner.
3. Any additional racking or shelving brought by the vendor must be either placed in such a way so as not to interfere with the movement of neighboring vendors. Nothing will be placed in front of the tables or in any such way that it presents a safety risk to any market patron or citizen at any time. Additional racking or shelving will never block neighboring displays.
4. Vendors shall ensure their contact information is provided to customers with each sale through the use of at least one of the following: business cards, product labeling, or receipts for payment. The customer will be provided with (at minimum) the company/vendor name, and a phone number or email address.
5. The market manager is given final decision in vendor placement within the market. Vendor placement requests and/or special needs will be taken into consideration; however, vendors must be prepared to take whatever space is assigned to them.

Vendor/Product Mix and Application Process

1. Applications to the market are provided to all vendors from the previous season based on the contact information on file (email preferred, postal copies provided in the absence of email). Previous year's attendance is not a guarantee of acceptance into the current year market and all spaces are allotted to all markets on a first complete, first served basis. Once a completed application has been received, the additional considerations as listed in the section on Alberta Approved Farmers' Market are weighed and the final decision of the market mix and vendor acceptance lies with the market management.
2. A completed application includes the following:
 - a. Completed application from this guide
 - b. Signed acknowledgement and agreement to all the information contained in this guide
 - c. Liability waiver
 - d. Copy of Insurance
 - e. A copy of any and all certifications required by this market's rules and/or any other governing body to which the vendor's product or this market are required to adhere to
 - f. Payment for all dates selected, postdated no later than the final payment date listed on page one of this application.

3. There is no exclusivity policy in place at the Livingston Farmers' Market. It is the vendor's responsibility to market their product in ways that makes it desirable to the consumer and differentiates it from other vendors carrying similar items. The Livingston Farmers' Market accepts no responsibility for a vendor's or their product's success at the market.
4. All products must be listed on the initial vendor application. Addition of new products will only be made with the permission of the market manager and must be preapproved. Vendors are asked to provide photos of their main product line, as well as their stall set up (wherever possible) to assist the market manager in the selection and approval process of vendors and their placement within the market.
5. Vendors must be prepared to provide proof of origin of their products to the market manager upon request.
6. The sale of used goods in unaltered state, flea market products, or the sale or inclusion of any animals in the market is strictly prohibited.
7. Non-profit groups are welcome to apply for attendance at the market free of charge. A completed vendor application package is still required for our files and reporting purposes. The Market Manager will have absolute discretion on which group/organization may participate in the market and how often. Groups must pre-select dates for approval and if they are unable to attend the Market on their scheduled date 72 hours cancellation notice must be given by phone or email.
8. Groups fund-raising that are not non-profit will pay the appropriate vendor fee for dates selected.

Insurance

1. Vendors are required to obtain adequate liability insurance for their products and their businesses. Group policies can be obtained for a minimal cost through the Alberta Farmers' Market Association or contact your personal insurance agent.
2. Vendors are required to submit a copy of their policy with their application to the market.
3. All vendors must sign the liability waiver provided as part of their application to the market.

General Vendor Conduct

1. No vendor shall make any sales to customers prior to the market opening time. Inter-vendor sales are permitted prior to market opening.
2. The market manager is the first point of contact for all inquiries, concerns, or feedback around the market and its operations. The market manager or market representative will be present at every market. Authority to enforce any and all legislation and market rules lies first with the market manager.
3. No vendor shall display or act in a manner that is rude, confrontational, disruptive, inappropriate to other vendors, patrons, volunteers, the market manager and their representatives, or anyone attending the Livingston Farmers' Market. Vendors that contravene this policy will be dismissed and ejected from the current Livingston Farmers' Market and banned from future Livingston Farmers' Markets at the discretion of the Market Manager. No refunds will be issued.
4. In the event of a conflict, vendors are to follow the following hierarchy and concerns are to be made in writing and copied to all parties specified in subsection a, b, c.
 - a. First point of contact is the market manager, who can be reached by email: marketmanager@livingstonhub.ca, or by phone: (587) 392-9809

- b. If a resolution cannot be made, the concern shall be brought to the General Manager of the Livingston Homeowners Association, who can be reached by mail: 1248 Livingston Way NW, Calgary, AB T3P 0V9 or email: gm@livingstonhub.ca
- c. If a resolution still fails to be made, the concern can be brought to the Livingston HOA Board of Directors. They can also be reached by mail: 1248 Livingston Way NW, Calgary, AB T3P 0V9.
- d. Appeals of expulsion must be made in writing to the Livingston General Manager within 30 days of expulsion. Ground for expulsion from the market may include (but are not limited to):
 - i. Verbal or physical abuse by the vendors to any other market vendors, customers, the market manager, or other individual
 - ii. Unprofessional behavior of any sort which reflects poorly on the market or its vendors or products
 - iii. Non-compliance, negligence, or blatant and direct disregard of any rules, orders, directives, legislation, regulation, or otherwise by any local or provincial governing body, including, but not limited to, the Livingston Homeowners Association, the City of Calgary and the Province of Alberta.
 - iv. Illegal actions of any sort
5. Vendors shall present themselves and their products in a professional manner at all times. This includes being respectful of all market patrons and informing the market manager of any concerns as soon as is reasonably possible.
6. Vendors are encouraged to have interactive table presentations and to engage customers and market goers in ways that add to the market atmosphere.
7. Vendors are strongly encouraged to find alternative care for young children during market hours. In the event that this is not possible, vendors must ensure that their children are not disruptive to the general market environment or other vendors within the market. Children must be under the constant supervision of a responsible adult at all times. Weather can change quickly at an outdoor Farmers' Market putting children at risk, we strongly encourage you not to bring children while vending, if you still choose to have children present the risk is solely your own.
8. Vendors are expected to stand behind the quality of their product and to deal with customer feedback appropriately. If a vendor feels a customer is being unreasonable, the market manager should be made aware of the situation before it escalates. Vendors are, at all times, to take into consideration that they are a direct reflection of our market.
9. Vendors are required to advertise their presence at the Livingston Farmers' Market on their social media platforms weekly. Hashtags: #Livingstonfarmers #Livingstonfarmersmarket #Livingston #LivingstonAB #shoplocal #food #ABFarmersmarkets #farmersmarket
10. Vendors cancelling a market date must provide notice by the Monday prior to the selected market date by 6 PM (no exceptions) via email to the market manager: marketmanager@livingstonhub.ca. Lack of cancellation notice will be taken into consideration for all future markets acceptance.
11. Vendors choosing not to attend a market date due to inclement weather (and the market is open) will be deemed 'no shows'. Three or more 'no shows' or 'cancellations' will result in the vendor forfeiting their application.

Additional Information for Food Product Vendors

1. It is the responsibility of the vendor to obtain and maintain the appropriate certifications required by Alberta Health Services (AHS) in order to prepare and sell food products to the public. The minimum standard is the Alberta Farmers' Market Safe Food Handling Certificate. Vendors must submit a copy of their certification with their application AND have a copy prominently displayed on their table for all markets attended. Find the required course here.
2. Food vendors providing sampling of any sort are required to be familiar with and abide by the legislation around this. If hand washing stations are required, it is the responsibility of the vendor to provide a temporary set up that is in accordance with AHS standards.
3. All food products will be labeled with the following:
 - a. Vendor name and contact information (minimum is a phone number)
 - b. Ingredient list, in descending order of ingredient quantity
 - c. Date of manufacture and recommended shelf life/storage instructions
 - d. Where product has been previously frozen or not
 - e. Quantity
 - f. Common allergen identification (nuts/peanuts, wheat/gluten, soy, eggs, dairy, fish, etc.)
 - g. If prepared in a home kitchen label must indicate this.
4. There will be absolutely no sale of uninspected meat or raw dairy products at any time.
5. Vendors may not use uninspected eggs in their baked goods.
6. Eggs provided for sale must be kept at the appropriate temperatures of below 7 C and reused egg cartons must be labeled appropriately.
7. Preserved goods in glass jars are limited to jams, jellies, and pickles.

The full regulation from AHS can be found here or will be provided on request by the market manager.

Application Checklist

- Farmers' Market Application & Date Selection
- Signed Information Release, Waiver, and Policy Acknowledgement
- Photo representation of the main product line and table set up
- Cheque, money order, or EMT for full payment mailed to one of the addresses below
- Food Vendors: a copy of your Safe Food Handling Certificate
- Copy of insurance policy, where in place
- Copy of any other relevant licensing or regulatory body which governs your product

Contact Information

Market Sponsor: Livingston Homeowners Association
1248 Livingston Way NW, Calgary AB T3P 0V9

Market Contacts: Tammy Proctor, Farmers' Market Manager

Facebook: <https://www.facebook.com/Livingstonfarmersmarket>

Email: marketmanager@livingstonhub.ca

Phone: (587) 392-9809

Alberta Health Services

Kenning Leung, Public Health Inspector
Alberta Health Services - Calgary Zone
10101 Southport Road SW, Calgary, AB T2W 3N2

Email: kenning.leung@albertahealthservices.ca

Website: <http://www.albertahealthservices.ca>

Please forward completed applications to:

Livingston Farmers' Market
C/O Livingston Homeowners Association
1248 Livingston Way NW, Calgary, AB T3P 0V9
marketmanager@livingstonhub.ca