



ATB FINANCIAL DOWNTOWN MARKET 2017 VENDOR APPLICATION

Thank you for your interest in the ATB Financial Downtown Market. The 2017 Market is scheduled to run every Wednesday from May 31 to October 4. Market hours are 3:30 – 6:30 p.m., rain or shine.

Application Instructions

1. Complete, sign and date this application.
Note: If your company is considered “organic” or you are a beekeeper, documentation supporting this must accompany your application. If your company is required to possess a valid Commercial Kitchen License, a copy must accompany your application.
2. Initial each box in the Rules and Regulations to indicate understanding and agreement of each policy.
3. Complete and sign the waiver form.
4. Submit your completed application, including payment, to the address indicated below.
5. Include a copy of your liability insurance with your application. A minimum of \$1 million insurance coverage is required.
6. Keep a copy of your application and the *Rules and Regulations* for your reference.

Application Checklist

Please use the following checklist to ensure your application package is complete prior to submission:

- Completed application, including signature and date
- All boxes of the *Rules and Regulations* have been initialed
- The included waiver has been completed and signed
- Documentation is included to support either “organic” or beekeeper businesses
- Valid Commercial Kitchen License is included, if applicable
- A copy of your liability insurance (A minimum of \$1 million insurance coverage is required)

Submit your completed application and supporting documents to:

**Red Deer Downtown Business Association
1, 5000 51 Avenue, Red Deer, AB T4N 5H5**

Cheques are payable to the Red Deer Downtown Business Association.

Please note: If your application is incomplete, or the above requirements have not been met, it will be considered incomplete and will not be submitted for approval.

If you have any questions, please contact us at info@downtownreddeer.com or 403-340-8696.

All vendor applications will be reviewed using criteria that includes a) market mix, and b) the date the application is received. We reserve the right to limit market size and to reject applications with or without reason.

Vendor Business Name: _____

Owner Name: _____

Mailing Address (include postal code): _____

Phone (Home): _____ Phone (Bus.): _____ Phone (Cell): _____

Email: _____ Fax: _____

Are you a member of the Alberta Farmers' Market Association? Yes No

Please list the other markets where you are participating as a vendor:

The Downtown Market reserves the right to limit items offered for sale and to inspect the premises of operation to verify compliance with market regulations. You will be advised which items are approved and of those that are not approved to sell at the Downtown Market. Any proposed additions or changes to approved items require approval from the Market Manager before you are permitted to sell these items. If you do not get prior approval before selling additional items, you will be asked to remove them from your table immediately.

I certify that I personally make, bake, grow or raise all products offered. Yes No

If **NO**, please explain: _____

Is your product available at a retail outlet, sold wholesale or produced commercially?

If **YES**, please explain: _____

I am willing to volunteer my time for the benefit of the market. Yes No

2017 Fee Schedule

1. Stall size: 10 ft. deep x 10 ft. frontage
2. Maximum of three (3) stalls per vendor unless approved by the Market Manager
3. Cheques are to be made payable to the Red Deer Downtown Business Association. Payment must be included with your application.
4. NO REFUNDS will be given once your application has been accepted

Regular Seasonal Stall \$275/stall x _____ stalls = \$ _____

Weekly Stall \$25/stall x _____ stalls x _____ Wednesdays = \$ _____

Clearly mark each date you are interested with a ✓. This will allow us to preserve the integrity of the market and plan in advance.

- | | | | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> May 31 | <input type="checkbox"/> Jun 7 | <input type="checkbox"/> Jun 14 | <input type="checkbox"/> Jun 21 | <input type="checkbox"/> Jun 28 | <input type="checkbox"/> Jul 5 |
| <input type="checkbox"/> Jul 12 | <input type="checkbox"/> Jul 19 | <input type="checkbox"/> Jul 26 | <input type="checkbox"/> Aug 2 | <input type="checkbox"/> Aug 9 | <input type="checkbox"/> Aug 16 |
| <input type="checkbox"/> Aug 24 | <input type="checkbox"/> Aug 30 | <input type="checkbox"/> Sep 6 | <input type="checkbox"/> Sep 13 | <input type="checkbox"/> Sep 20 | <input type="checkbox"/> Sep 27 |
| <input type="checkbox"/> Oct 4 | | | | | |

Indemnities

1. **Photos:** The Downtown Market may take photographs during market hours for use in advertising and promotions. I am willing to allow my photo to be used should it be taken.
Yes No
2. **Rules and Regulations Compliance:** I am eligible, have read, understood and agree with the information provided herein and will comply with all market rules, regulations and guidelines as specified and understand that the Market Manager's decisions are final and binding.
Yes No
3. **Personal Information Protection Act:** In order to comply with the Personal Information Protection Act (PIPA), I give consent to the Red Deer Downtown Business Association to disclose my name, business name and/or telephone number to those persons inquiring about my products.
Yes No

VENDOR RULES, REGULATIONS AND GUIDELINES

The following rules and regulations for the Downtown Market will be strictly enforced. Please note that these rules, regulations and guidelines are subject to change without notice.

Please initial each box below to indicate understanding and acceptance, and submit with your signed application.

- 1. All products must be handmade, home baked or home grown (own property) in Alberta by the vendor, as per Alberta Agriculture requirements. No wholesale, resale, commercial retail or franchise businesses are permitted. The only exception to this stipulation is BC fruit and seafood on an as-required basis, not to exceed 20% of the market compliment.
- 2. BC fruit vendors may sell only BC fruit, not fruit from California or other areas. BC fruit vendors must have Inspection Slips available at each market, which includes the name and address of the grower and date of purchase. **NO U.S. PRODUCTS ARE ALLOWED AT ANY TIME.**
- 3. If Alberta produce is available locally, BC fruit vendors may not sell products considered to be major items for local producers (e.g. corn, tomatoes, peppers, strawberries, etc.) regardless of whether they are in season or not.
- 4. A Release Permit for interprovincial transport of BC fruit must be obtained by vendors transporting their own fruit, and be produced as requested by the Market Manager. Interprovincial trade of fruit requires an inspection certificate and proper labelling. **IMPORTANT REGULATION.**
- 5. All products sold at the Downtown Market must conform to Public Health Regulations and Standards of Cleanliness.
- 6. All products and vendors must comply with all regulations of Alberta Agriculture, Alberta Health Services and the Red Deer Downtown Business Association/Market Manager.
- 7. All prepared foods must be wrapped or covered. Dairy products such as whipping cream, cream or custard pies are not allowed unless accompanied by appropriate documentation from the Board of Health, which must be displayed each week.
- 8. All samples must be covered and have toothpicks in them or be served by the vendor. Uncovered samples will be removed. Vendors providing samples must supply garbage containers in a visible location that is easily accessible to customers.
- 9. Vendors obtain the right to use the assigned stall(s) and are responsible to either use the space, or to provide a minimum of 48 hours advance notice that the space will not be utilized for specific date(s). You may notify the Red Deer Downtown Business Association by phone or email at info@downtownreddeer.com or 403-340-8696. Non-compliance of this rule will result in a letter of infraction and a \$40 fine. A second instance of non-compliance of this rule may result in loss of vending privileges. ***NO REFUNDS will be issued for non-usage of stalls or cancellation of contract.***
- 10. Vendors **may not** loan, give or sublease the stall(s) assigned to them.

- 11. All vendors are required to be set up and ready to operate by 3:30 p.m. on market days. Stalls that are vacant at 3:00 p.m. may be reassigned by the Market Manager. Late vendors are required to check-in with the Market Manager prior to setting up. If the late vendors assigned stall is still available and the vendor has been permitted to set up their stall, the vendor is responsible to carry their products to the stall or may be relocated at the end of the market if space permits.

Vendors may access the site at 2:00pm, however no set up is allowed until 2:30pm. You may sell at anytime after 2:30pm at your discretion.

- 12. The Downtown Market is a **rain or shine** event. The market is open to the public every Wednesday from 3:30 – 6:30 p.m., May 31 – October 4, 2017. Vendors may not disassemble stall(s) until 6:30 p.m. and **all vendors must remain open until closing time**. We reserve the right to cancel in the event of extreme weather or snow.
- 13. Vendors should be neat and clean in appearance and must conduct themselves in a professional manner at all times. Any complaints received regarding unprofessional conduct, the use of profane language, smoking, cleanliness of the vendor the vendor’s products, etc. will be considered grounds for dismissal from the market. Insubordination, the consumption of alcohol or drugs, and fighting during the market is cause for immediate dismissal. No warnings will be given, and no refunds will be provided.
- 14. Vendors may sell only approved items. The Market Manager/Red Deer Downtown Business Association must approve any changes or additions to product lines **in advance**. The Market Manager reserves the right to request the removal of all products considered to be unsuitable for sale at the Downtown Market.
- 15. All products offered for sale will be of high quality. Inferior quality products noted by customers or the Market Manager will lead to a written warning. A second offence may result in the vendor being expelled from the market.
- 16. All vendors must supply their own tables, complete with covering, per stall. The entire display area must be contained within the 10 x 10 area of the stall.
- 17. Vendors must leave their stall area clean and remove all garbage from their stalls upon completion of the market. Failure to do so will result in a fine. Garbage cans provided at the market area are for the use of **customers only**.
- 18. All returned cheques are subject to a charge equal to current bank charges to cover the cost of processing. The Downtown Market reserves the right to require cash payments from the vendor in the future. Cheques will be accepted from weekly vendors only when the vendor is pre-paying for the next season. Subsequent payments must be made using cash.
- 19. All vendor vehicles must be turned off upon arrival, even during unloading. Vendor vehicles not forming part of the market display must be parked off-site. **No exceptions** unless cleared by the Market Manager.
- 20. To participate in the market your booth must have 50 lb weights attached to each leg of your tent. Vendors that do not comply with this policy will not be allowed to set up their booth. Please see the attached Market Safety Policy for details on approved weights.

21. I have read and understood the Extreme Weather Policy (attached).

I hereby certify that the information provided in this application is accurate and complete. Please sign below to indicate understanding and acceptance of the information contained in this application and the attachments.

An unsigned application will be considered incomplete and will not be approved.

Vendor Name (please print): _____

Signature: _____ Date: _____

DOWNTOWN MARKET – WAIVER

This waiver must be signed by the vendor and included with your completed application package at the time of submission.

In consideration of being allowed to use the facilities of the Downtown Market, located on Gaetz Avenue, between 50 Street and 48 Street, we the undersigned hereby agree:

1. To waive any and all claims against the Downtown Market, Red Deer Downtown Business Association and The City of Red Deer, its directors and officers, employees, agents, representatives and volunteers.
2. To release any and all liability for any loss, damage, injury, or expense that occurs out of the use of any of the facilities of the Downtown Market, Red Deer Downtown Business Association and The City of Red Deer by the above-named vendor, their family, employees or volunteers.
3. To hold harmless and indemnify the Downtown Market, Red Deer Downtown Business Association and The City of Red Deer 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 of a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held at the facilities of the Downtown Market, Red Deer Downtown Business Association and The City of Red Deer during the 2017 market season.
4. We, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

Name (please print): _____

Signature: _____ Date: _____

Witness name (please print): _____

Witness signature: _____ Date: _____

DOWNTOWN MARKET – EXTREME WEATHER POLICY

This is a major area of concern for event organizers in Central Alberta. As we know, extreme weather events can occur at any time during the summer season. Extreme weather events in Alberta may include:

- Thunderstorms
- High winds
- High volumes of rain
- Hail
- Tornado

Most of these scenarios include high winds. To mitigate risks brought on by high winds, we require a 50 lb weight on each leg of a 10 x 10 ft. tent. Umbrellas should have 90 lb weights, Fences and freestanding signs will be weighted with sandbags.

The Downtown Market weather warning system will be conveyed using an air horn, located with barricade personnel.

- A single blast of the air horn instructs vendors to ensure your booth(s) and displays are secure.
- Two blasts of the air horn indicate the market is closed due to extreme weather, and to pack up as it is safe to do so.

If a **weather watch** is issued by Environment Canada:

- You as a vendor may choose not to attend the market. We simply ask that you let us know of your decision not to attend in advance.
- If you choose to attend but feel the weather is worsening, you can leave the market site at any time. In this case, all goods must be walked out of the market area as no vehicles will be permitted onsite or to leave the site until the market is officially closed. This is to ensure the safety of all vendors and patrons.

If a **weather warning** is issued, the market will be cancelled. If the market is already operating when the warning is issued, it will be immediately closed.

Environment Canada classifications:

Weather watch: When conditions are favourable for the development of severe thunderstorms with one or more of the following conditions:

- Wind gusts of 90 km/hr or greater, which could cause structural wind damage;
- Hail of two centimeters (cm) or larger in diameter; or
- Heavy rainfall, as per rainfall criteria, excluding those for winter and during thaw

Weather warning: When there is evidence based on radar, satellite pictures, or from a reliable spotter that any one or more of the following three weather extremes is imminent or occurring:

- Wind gusts of 90 km/hr or greater, which could cause structural wind damage;
- Hail of two centimeters (cm) or larger in diameter; or
- Heavy rainfall, as per rainfall criteria, excluding those for winter and during thaw

DOWNTOWN MARKET – EMERGENCY ACTION PLAN

1. The first step in emergency planning is mitigation. Identify possible scenarios and take steps to ensure they don't happen or if they do, the effects of the disaster are reduced in scope.
2. The second step is to have action plans in place for when an emergency situation does occur.
3. The third is to debrief. Even if an event does not happen, talking about what worked, any unforeseen circumstances or flaws that were discovered in the plans when emergencies happen all lead to lowered risks in the future.

The Downtown Market has prepared for the following events:

- Missing children/parents
- Structural fire
- First aid emergencies
- Evacuation
- Extreme weather

General information:

- The Market Manager has basic First Aid certification
- Market staff are connected via radio
- Barricade personnel are stationary and located at 50 Avenue and 51 Street
- First aid kits are located with barricade personnel
- Air horns are located with barricade personnel
- The Market Manager is in charge in the event of an emergency, unless The City of Red Deer has taken control of a situation
- The Community Tent acts as the admin area for the market. Lost children/parents should be taken here. If the Market Manager is not present, he/she should be notified via radio and will meet the children/parents at the tent.

Missing children/parents

If a child is reported lost, the Market Manager will be immediately notified in person or via radio. The Market Manager will provide a description to all market staff and will search the market, providing a description to each of the vendors during the search. The parent should remain at the Community Tent. When found, the child will be taken to the Community Tent. If the child is not found within a reasonable amount of time, the RCMP will be contacted to assist with the search.

If a child is found without a parent, they should be brought to the Community Tent and the Market Manager should be notified immediately. The Manager will obtain a description of the parents and provide it to market staff via radio.

Fire

If there is a fire in or near the market area, the Market Manager must be notified immediately. If 9-1-1 has not been called, the Market Manager will make the call before directing all available resources to clearing people out of the area and creating an accessible route for emergency responders.

Anyone who has been injured will be moved safely away from immediate danger, if it is safe to do so. First aid responders will attend to injuries if able.

Steps in case of fire:

1. Notify the Market Manager
2. Call 9-1-1 if they have not been notified
3. Clear the immediate vicinity
4. Create access (clear a route) for emergency responders
5. Use fire extinguishers to extinguish the fire, if it is safe to do so
6. Allow emergency responders to take control of the situation, and assist them as needed
7. Debrief with staff and volunteers within 24 hours of the incident

First aid emergencies

1. Direct injured person to first aid personnel, or request via radio that first aid personnel attend to the patient
2. First aid responders will assess the patient
3. If first aid personnel determine an ambulance is needed, or that the patient requires hospital care, an ambulance will be called, and the Market Manager will be immediately notified
4. The Market Manager will direct staff/volunteers to clear a route for an ambulance if needed.
5. Debrief with staff and volunteers within 24 hours of the incident

Evacuation plan

If an evacuation of the Downtown Market is necessary, the Market Manager will issue an evacuation order. Unless it is an extreme weather event, assume the appropriate authorities have been contacted prior to the evacuation order.

Barricade personnel should remain in place, unless in immediate danger.

All other staff/volunteers will take direction from the Market Manager and will assist in moving people off the event site in a safe and orderly manner.

P.A. systems, if available, will be used to announce the evacuation order.