



**DOWNTOWN RED DEER MARKET
2020 VENDOR APPLICATION**

Thank you for your interest in the Downtown Red Deer Market. The 2020 Market is scheduled to run every Wednesday from May 27 to October 7 (July 1 Market TBD). Market hours are 3:30 p.m. – 6:30 p.m., rain or shine.

Application Instructions & Checklist

- Complete, sign, and date this application.
 - o Note: If your company is considered “organic” or you are a beekeeper, documentation supporting this must accompany your application.
 - o If your company is required to possess a valid Commercial Kitchen License, a copy must accompany your application.
 - o Please provide a copy of your Safe Food Handling Certificate
- Initial each box in the Rules and Regulations to indicate your understanding and agreement of each policy.
- Complete and sign the waiver form.
- Include a copy of your liability insurance with your application. A minimum of \$1 million insurance coverage is required.
- Include a copy of your Safe Food Handling Certificate. This is a requirement if you are selling food, no exceptions.
- Keep a copy of your application and the *Rules and Regulations* for your reference.
- Submit your completed application, including payment, to the address indicated below.
 - o Cheques are payable to the Red Deer Downtown Business Association.

Submit your completed application and supporting documents to:

Red Deer Downtown Business Association, #120, 5009 50 Avenue, Red Deer, AB, T4N 4B2

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 raven.cheney@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.

For Office Use Only:	
Date Application Received:	
Approved/Denied:	
Date:	
Reason for Denial:	
Notes:	



DOWNTOWN RED DEER MARKET 2020 VENDOR APPLICATION	
Vendor Business Name	
Owner Name	
Mailing Address (Including Postal Code)	
Phone (Home)	
Phone (Business)	
Phone (Cell)	
E-Mail	
Fax	
Are you a member of the Alberta Farmers Market Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list other markets where you are participating as a vendor:	
<p>The Downtown Red Deer 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 of which items are approved, and 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.</p>	
<input type="checkbox"/> I certify that I personally Make, Bake, Grow, or Raise all products offered.	
If NO, please explain:	
Is your product available at a retail outlet, sold wholesale or produced commercially?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please explain:	



<p>My business requires that I possess a valid Commercial Kitchen License.</p> <p>If YES, a copy has been included with my application</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>My business is certified Organic</p> <p>If YES, I have provided appropriate documentation</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>I am willing to volunteer my time for the benefit of the market</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Are you a food vendor of any kind?</p> <p>If YES, you must provide a copy of your Safe Food Handling Certificate.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please provide a complete, numbered list and describe your products in detail. Use a separate page if necessary.</p>	



2020 Fee Schedule

1. Stall Size: 10ft. deep x 10ft. 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.
 4. Payment must be included with your application. **Will NOT accept cash payments.**
- ****NO REFUNDS will be given once your application has been accepted

Weekly Stall: \$25/Stall x _____ Stalls = \$ _____

Regular Seasonal Stall: \$275/Stall x _____ Stalls = \$ _____

Vendors who sign up for a Seasonal Stall will receive a Farmers' Market Feature on the Downtown Market's Facebook page.

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

<input type="checkbox"/> May 27	<input type="checkbox"/> June 3	<input type="checkbox"/> June 10	<input type="checkbox"/> June 17
<input type="checkbox"/> June 24	<input type="checkbox"/> July 1 (TBD)	<input type="checkbox"/> July 8	<input type="checkbox"/> July 15
<input type="checkbox"/> July 22	<input type="checkbox"/> July 29	<input type="checkbox"/> August 5	<input type="checkbox"/> August 12
<input type="checkbox"/> August 19	<input type="checkbox"/> August 26	<input type="checkbox"/> September 2	<input type="checkbox"/> September 9
<input type="checkbox"/> September 16	<input type="checkbox"/> September 23	<input type="checkbox"/> September 30	<input type="checkbox"/> October 7

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 line below to indicate understanding and acceptance. 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 2:00 p.m., however no set up is allowed until 2:30pm. You may sell at anytime after 3:15 p.m. *ONLY* if the road is clear of all vehicles – please use your discretion.
12. The Downtown Market is a **rain or shine** event. The market is open to the public every Wednesday from 3:30 p.m. – 6:30 p.m., May 27 – October 7, 2020. 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 always conduct themselves professionally. Any complaints received regarding unprofessional conduct, the use of profane language, smoking, cleanliness of the vendor/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 **\$75.00 fine.** Garbage cans provided at the market area are for the use of *customers only* – **vendors must remove their garbage off site.**
18. All returned cheques are subject to a charge equal to current bank charges to cover the cost of processing. The Downtown Red Deer Market reserves the right to require debit/credit 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 debit/credit.
19. All vendor vehicles must be turned off upon arrival, even during unloading. Vendor vehicles not forming part of the market display must be **removed from site by 3:00 p.m.** at the very latest and parked elsewhere. **No exceptions** unless otherwise cleared by the Market Manager.



- _____ 20. If you are using a tent, 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. All food vendors of any kind must provide a copy of their **Safe Food Handling Certificate**.
- _____ 22. 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 attached documents.

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 2020 market season.

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

Name (please print): _____

Signature: _____ Date: _____

Witness name (please print): _____

Witness Signature: _____ Date: _____



Red Deer Downtown Business Association

COVID-19 (Coronavirus)

The 2020 Downtown Red Deer Market is planned for May 27 – October 7, 2020 and we are preparing to proceed, however the Downtown Business Association (DBA) is monitoring the situation with COVID-19 and will await official announcement through the Public Health Agency of Canada and Alberta Health Services to determine if rescheduling or cancellation of the Downtown Market will be necessary. This will happen on a week to week basis until further notice.

The health and well-being of our staff, vendors, and the public is our number one importance and we encourage you to stay informed by regularly reviewing credible information on the Canadian government's COVID-19 webpage.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Emergency Action Plan for Outdoor Events

The first step in emergency planning is mitigation. Identifying possible scenarios and taking steps to lower risk reduces disasters in scope. The second step is to have action plans in place for when an actual emergency occurs. The third is to debrief, even if an incident does not happen, discussing what worked and recognizing any unforeseen circumstances and flaws that were discovered in the plans when emergencies happen all lead to reduced risk in the future.

These are the possible emergency scenarios for an outdoor event in Downtown Red Deer:

- First Aid Emergencies
- Violent Acts
- Extreme Weather
- Missing Child/Parent
- Loss of Power
- Structural Fire
- Evacuation Plan



First Aid Emergencies

All events must have designated First-Aid personnel. Whether this is a group that is brought in for the specific purpose or the event organizer(s) that have First-Aid training, these people must be designated prior to the event.

All volunteers/staff at the event need to know whom the First-Aid personnel are, where to find them/how to contact them with either radio, cell phone, etc.

The First-Aid location should be clearly laid out for the public in event maps, programs and signage.

When a medical emergency occurs, every volunteer should know how to contact the First-Aid personnel and where to direct the public if they are able to get themselves to the station. If possible, the volunteer should escort the patient there. However, it is understandable that certain people, such as barricade personnel, cannot leave their posts.

First-Aid personnel will know how to handle the situation, once they have assessed the setting.

If the First-Aid personnel determine that the patient needs further care than what can be provided on-site, the Event Coordinator/Emergency Manager will be notified ASAP.

If an ambulance is required and the patient cannot be moved out of the crowd to an accessible location, then the Event Coordinator/Emergency Manager will dedicate all available resources to clearing a route for the ambulance to access the patient. If the event has security, then they can assist with this process. If a patient cannot be moved, as determined by First-Aid personnel, then security, or other volunteers (as called upon), can create a perimeter around the patient.

In the event of mass casualties, the Event Coordinator/Emergency Manager will determine if the event should be cancelled.

STEPS:

1. Direct patient to First-Aid personnel or radio First-Aid personal to attend to the patient
2. First-Aid personal assess the patient
3. If First-Aid personnel determine that an ambulance is needed, or the patient will require hospital care then the Event Coordinator/Emergency Manager is notified after the ambulance is called
4. If ambulance access is required, then the Event Coordinator/Emergency Manager will direct resources to clearing a route.
5. Debrief within 24 hours

Violent Act/Mass Casualty Situations

Sadly, in today's age, public events are potential targets for violent acts. Also, when you have mass gatherings of people in one area something as simple as a driver losing control can lead to mass casualties.

Some ways to mitigate the risk of violent acts are to have a police presence. Invite the RCMP, so that they can be onsite. Encourage your volunteers to report anything suspicious to their supervisors/security – such as a dropped bag or a person. If the event includes younger demographics, alcohol pat downs and bag searches may be necessary.

If there is not a police presence at the event, 911 should be called immediately and the area should be evacuated. The Event Coordinator should be notified, and all resources directed to move people out of the area. First-Aid responders need to be able to assist casualties ASAP. In cases where there are substantial amounts of casualties, a call for people with First-Aid training may need to be put out to the general attendees. Most critical injured people are to be treated first and there may be limited resources depending on the scope of the event. The Event Coordinator must notify the hospital ASAP that an event has occurred, and they may experience a high volume of traffic. Patients that can move to the First-Aid station (if it has not been directly hit) should do so. Be sure to clear access paths for medical responders.

Once the authorities are notified and arrive the City of Red Deer will mobilize its own emergency action plans. They will take over the situation. The Event Coordinator will assist in any way possible.

If you are dealing with a violent person, do not try to subdue them. Try to get people out of the area until authorities arrive.

A mass casualty situation could be an explosion, dangerous goods spill, a vehicle collision into the crowd etc. again the steps for this are the same as an act of violence.

STEPS:

1. Call 911
2. Notify the hospital
3. Notify First-Aid
4. Evacuate the area
5. Ask public for First-Aid responders
6. Clear paths for emergency vehicles/personnel
7. Debrief within 24 hours

Extreme Weather

Mitigation:

To mitigate against extreme weather in Alberta, you must classify what the potentials are. Extreme weather events in Alberta include:

- Air quality
- High temperatures/humidity
- Thunderstorms
- High winds
- High volume of rain
- Hail
- Tornado

In the event of these occurrences having plans in place to mitigate and act in the case of extreme weather will lower the risk to volunteers, vendors, attendees and staff.

Air Quality

The organizers should ask themselves if there is an air quality warning. Does your event proceed? If it does, then First-Aid personnel need to be aware that they may deal with higher volumes of respiratory cases. Check with Environment Canada for air quality warnings.



High Temperatures/High Humidity

In the case of high temperatures/high humidity will the event proceed? Is there enough water on site for ALL people/ The City of Red Deer will provide a water fountain for people to use on request. Misters can be used to help cool people down. Umbrellas and tents provide shade for people. Organizers should provide sunscreen for volunteers and staff. People should be encouraged to dress for the weather and wear clothing/hats that will protect them from the sun. Check with Environment Canada for high temperature/high humidity warnings.

Thunderstorms/high winds/ high volume of rain/hail/tornado

This is the biggest area of concern for Event Organizers in Central Alberta. As we all know during the summer extreme weather events can happen at any time. Most of these scenarios include high winds. To mitigate against these risks all tents should be weighted with a minimum of 50lb per leg or 90 lbs. per leg if the tent has walls. Umbrellas should have 90 lb. weights on them. Fences and freestanding signs should be weighted with sandbags.

In the event of sheer winds/tornado/hail, organizers should have a shelter in place where they plan to evacuate people to. For rain/hail a parkade could be used. For a tornado, the best shelter is always below ground. If a building could be sourced that would allow an underground parkade or basement that would be ideal.

In most scenarios people will evacuate themselves. However, we need to try to do this in an orderly manner.

In the event of high casualties from severe weather, The City's Emergency Services will take control of the situation, with assistance from the event organizers.

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



Missing Children/Parents

Missing children/parents are to be brought to the Community Corner/First-Aid or Information Booth (spot to be pre-determined by Event Coordinator). They are to be held there and volunteers should be radioed with a description. They should look for the person matching that description until the child/parent is found.

Loss of Power

Provide volunteers/staff with flashlights. Encourage vendors to bring their own generators. Ensure that your Information and First-Aid stations can operate without power. Have battery operated PA systems (optional)

Fire Within an Event Zone

If there is a fire within, or near the event zone, then the Event Coordinator/Emergency Manager must be notified. Once notified the first step for them to take is to find out if 911 has been called. If not, then they must call 911 immediately. Then they direct all available resources to vacate the area, clearing a route for emergency responders. If anyone is injured and can be safely moved, they should be taken to the First-Aid station. If they are seriously injured and out of immediate danger from the fire do not move the individual, as First-Aid responders will come to them. If a person is seriously injured and is within the fire's proximity, remove them from the zone. Depending on the size of the fire, if it can be safely contained or extinguished using a fire extinguisher then people can proceed to do so. The key priorities in this situation are to immediately clear people out of harm's way and create access for the emergency responders. Once they are onsite the first responders will take charge and the Event Coordinator/Emergency Manager will work with them to assist in anyway.

STEPS:

1. Notify Event Coordinator and/or Emergency Manager
2. Call 911 if they have not been notified already
3. Clear everybody out of the immediate vicinity
4. Create access for emergency responders
5. Use fire extinguishers if available and safe to do so
6. Let emergency responders take control and assist them as needed
7. Debrief with volunteer team within 24 hours

Evacuation Plan

To mitigate risk in the event of evacuation volunteers should know their roles. An off-site muster point should be decided. Key personnel should have lists of the volunteers they are responsible for, which include the volunteers' contact information as well as an emergency contact person. All personnel need to understand their importance and know that staying calm is key to public safety.

In the event of having to evacuate, the Event Coordinator/Emergency Manager will issue the order to evacuate. Unless this is an extreme weather event, it is assumed that the authorities have been called prior to the evacuation order.



Barricade people should remain where they are unless they are in immediate danger.

All other volunteers will take direction from the Event Coordinator /Emergency Manager and will help move people off the site in a safe and orderly manner.