



Vendor Guidelines & Regulations

Please initial each line for acceptance & understanding & submit with your signed application. The following Rules & Regulations for the 124 Grand Market operations will be explicitly implemented at all times. No exceptions.

- I. We are a Public Market Place. All market standards are at the discretion of the Market Directors and are subject to change. ____
- II. All products sold at the 124 Grand Market must be homemade (handcrafted), home grown, or home baked to be compliant with Alberta Agriculture's rules pertaining to the operation of Farmers' Markets. We do not allow a market compliment of more than 20% wholesale, resale, commercial retail or franchise business. The only exception to this stipulation will be B.C. Fruit. B.C vendors are not permitted sell vegetables as to adhere to Alberta Agricultures rules.____
- III. B.C. Fruit vendors may not sell fruit from areas outside British Columbia. Inspection slips must be presented.____
- IV. If there is locally grown fruit or produce available, B.C. Fruit vendors are prohibited from selling the same product. Non-Alberta tomatoes are prohibited. B.C. grown vegetables, including peppers and greenhouse produce are not permitted. ____
- V. All products must comply with all regulations of City of Edmonton as well as Alberta Health Services and 124 Grand Market. ____
- VI. All products sold at the 124 Grand Market must conform to Public Health Regulations and Standards of Cleanliness. I understand Alberta Health and Safety Regulations and Standards (see attached documents) and how they apply to me as a vendor.____
- VII. Once your application has been accepted, any proposed additions or changes of your product line require written approval from one of the Market Directors. ____
- VIII. Sales of commercial beverages: bottled water, juice and pop are only permitted by concession/foodtruck vendors. ____
- IX. 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 Alberta Health, which must be displayed each week. ____
- X. All eggs must be kept at 7°C or colder as per Alberta Health regulations and labeled UNINSPECTED if applicable. ____
- XI. All samples must be covered and have toothpicks in them or be served by the vendor. Vendors providing samples must supply sneeze guards and garbage containers in a location easily visible and accessible to customers. All samples must be preportioned offsite. ____
- XII. As a food vendor, I have completed the Food Safety Course conducted by Alberta Health, I will provide a copy of my Food Safety Certification to the 124 Grand Market and will display my certificate in my stall.____
- XIII. All food vendors within a year of starting the business must obtain a Food Health and Safety permit from Alberta Health Services. ____
- XIV. All food vendors, including meat/poultry or anyone intending to sell prepared foods must review all Alberta Health Services documents. Vendors selling food must meet all food safety guidelines as outlined by Alberta Health Services. 124 Grand Market is a public market. Therefore, all food sold at the market must be prepared in an approved facility (commercial kitchen) with a valid food handling permit, which must be displayed at all times. Under no circumstances will vendors using a home kitchen be approved to sell at the 124 Grand Market. For further questions you can contact our health inspector. ____
- XV. Display and transport high risk foods at a temperature of 4°C or colder or 60°C or hotter. Keep frozen foods frozen solid while stored, displayed, or transported. Store, display and transport whole raw shell eggs at 7°C or colder. The eggs must be clean and free of cracks. ____
- XVI. CFIA requires all food products are properly labelled under the Consumer Packaging and Labelling Act. Before creating a label for a food product please check the Guide to Food Labelling and Advertising found on the CFIA website with expiration dates visible. ____



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- I. All NSF cheques are subject to a fee of \$50 and no future cheques will be accepted unless certified. ____
- II. Cancellations prior to the start of the season or mid-season are subject a \$40 fee and no refunds are given for confirmed space at the 124 Grand Market. ____
- III. Vendors are responsible for all fees to remain in good standing with 124 Grand Market. ____
- IV. All vendors must supply their own fire rated tents, weights equaling 25 lbs per tent leg, tables, complete with covering, up to 10' x 10' per stall. The entire display including signage must be contained within the 10' x 10' allotted stall space. ____
- V. Vendors must leave their stall area clean and remove all garbage from their stalls. Failure to do so will result in a fine. Vendors must dispose of garbage offsite. Garbage cans provided at the market are for CUSTOMERS ONLY. ____
- VI. All vendor vehicles must be turned off during unloading/loading. Unloaded vendors must park their vehicle off-site and then set up. Vendor vehicles not forming part of the market display must be parked off-site. NO EXCEPTIONS unless cleared in advance by the Market Director. ____
- VII. Advance stall assignments are at the sole discretion of the Market Directors. Stall assignments will be decided based on market mix as well as other factors, but not limited to vendor attendance, customer traffic, construction, special events, etc. 124 Grand Market has absolute authority to make adjustments to the market as we see fit. Your stall assignment could change weekly due to the size of the market place. ____
- VIII. Vendors should be neat and clean in appearance, and must conduct themselves professionally at all times. Unprofessional conduct, including the use of profane language, smoking, cleanliness of the vendor or vendor's product, etc., may be considered grounds for dismissal from the market. Insubordination, the consumption of alcohol or drugs, or fighting during the market will be cause for immediate dismissal. No warnings are required nor are refunds given. ____
- IX. The 124 Grand Market will run 4pm-8pm on Thursdays and 11am-3pm on Sundays for the 2018 season. Setup will start at 2:00pm and 9:00am respectively. Any vendors who arrive past 3:45 or 10:45 respectively may not be permitted to vend and will be charged their stall fee and **\$25 cancellation fee** for that day. ____
- X. Payment of cancellation/late fees must be paid prior to next vending date. ____
- XI. The 124 Grand Market is a **RAIN, SNOW OR SHINE** market. Please see our website for up to date weather policy as it may vary. By initialing I have read the current weather policy and know that it may change. ____
- XII. ANY Vendor MAY NOT share, loan or sublease the stall(s) assigned to them. ____
- XIII. Vendors must cancel before Monday at 10 am prior to the Market day by contacting Amy at amy.124market@gmail.com. All cancellations must be done through a Market Director and stall fees are non-refundable. No shows or untimely notice will result in the vendor being charged a stall fee and a **\$25 cancellation fee** to be paid prior to next market date. ____
- XIV. \$100 deposit is non-refundable upon acceptance and will be processed once you have confirmed your market days with us. Once full payment is received for the season, refunds will be at the discretion of the manager. Full Payment is due once vendors have received approved dates. ____
- XV. Vendors may sell, sample or display only permitted items as approved in their 124 Grand Market application. Vendors providing samples or operating concessions must supply suitably sized garbage cans in a location easily visible and accessible to customers.
- XVI. Vendors are responsible for their own insurance and **BUSINESS LICENSE** while operating on the market site. ____
- XVII. Vendors may not disassemble stall(s) until 8:00 PM on Thursdays or 3:00PM on Sundays even if they are sold out. **ALL VENDORS MUST REMAIN SET UP UNTIL CLOSING TIME NO EXCEPTIONS.** ____