

# THE COWBOY TRAIL MARKET: RULES FOR VENDORS

Revised February 2021



## *Cowboy Trail Market*



**The Cowboy Trail Market** is a brand-new Farmer's Market opportunity, situated on the old Champion Hay Processing plant at 31427, RR 42, Mountain View County, one mile East of the Historic Cowboy Trail. The property owner, Tom Menear, is a local farmer, grocer, and entrepreneur. His vision is to convert a portion of the property into a place for fun rural experiences. Along with music concerts, car shows, tractor shows and just gazing at the mountain view, he wants to also offer the unique Farmers' Market experience to both locals, and the travelling public.

The market is an Alberta approved Farmers' Market, adhering to all regulations, including any additional COVID rules.

Vendors will be accepted based on the market building an array of diverse market options and products, while being mindful of the 80-20 rule as described for approved +Alberta Farmers' Markets.

Location: 3147 Range Road 42 Mountain View County.

1 Mile East of the junction of HI way 22, and 582

The Cowboy Trail Market will run for 21 Saturdays and Sundays from May Long Weekend to Thanksgiving Weekend for a total of 42 markets, from 4:00 p.m. to 7:00 p.m. The property offers both indoor and outdoor space. The Cowboy Trail Farmers' Market will go ahead rain or shine.

### **Vendor Responsibilities**

- All vendors selling food and/or edible agricultural products shall complete the Farmers' Market **Food Safety Home Study Course** and **display the certificate**, as proof of course completion, at the Market. A copy of the certificate shall be kept with the Market Manager. For the Farmers' Market Home Study Course:
  - Go to [www.albertahealthservices.ca/eph.asp](http://www.albertahealthservices.ca/eph.asp);
  - Click on education courses on left.
  - Click on Home Study for Farmers' Markets part way down the centre of the page.
- Vendors shall supply their own table, chairs and table covering. Table coverings shall be clean for each Market. Food must be protected from dust or other contamination. Outdoor vendors may set up a tent covering.

- Each stall shall be no more than 10' X 10'. A vendor may wish to book for multiple stalls.
- Vendors may begin set-up 1 1/2 hours before the start of the Market. **Set-up shall be completed 15 minutes before the Market opens.**
- Vendors may unload at the venue site and shall then park in the designated vendor parking area.
- Stall rental fees for the 2021 season shall be \$5.00/market and will be donated to the Sundre Hospital.
- Pre-booked dates must be chosen and paid for with the vendor application, payable to the Cowboy Trail Market. A \$25.00 penalty will be imposed for NSF cheques.
- Vendors may use free-standing displays to provide additional product information. Displays shall be no more than 6 feet tall. All displays shall fit within each Vendor's assigned space, (approximately 10' X 10') leaving appropriate room for movement between assigned spaces and shall in no way impede movement between or around assigned spaces.
- Stall placement will be assigned by the Market Manager.
- **Vendors shall not begin selling before the official start of the Market, indicated by the ringing of a bell, either to customers or to other vendors.**
- Vendors shall stay until the end of the Market unless they sell out early, in which case the vendor shall display a sign saying "Sorry, sold out".
- Vendors' children will be allowed at the Market if they are supervised and not creating a disturbance.
- Vendors shall be neat and clean in appearance and shall conduct themselves in a respectful, professional manner. Vendors shall refrain from smoking and the use of profane language.
- Vendors are advised to have adequate liability insurance.
- Vendors shall ensure that their products are priced clearly and labelled if applicable.
- Vendors shall comply with all applicable regulations and labeling rules. Vendors may wish to consult with the local health inspector to ensure that they are in compliance with all food safety rules before selling at the Market:
  - o Lindsay Sullivan, Public Health Inspector.  
403-943-2288  
[Lindsay.sullivan@albertahealthservices.ca](mailto:Lindsay.sullivan@albertahealthservices.ca)
- Vendors wishing to provide food samples shall prepare the samples at home, prior to the Market, shall ensure that the samples are protected from consumer contamination and shall supply single use serving utensils (toothpicks or another disposable server). An appropriate receptacle for garbage disposal shall also be provided.
- Vendors who are preparing food on site shall wash or sanitize their hands immediately before handling food.
- Vendors shall clean and tidy their space at the end of each Market. Vendors are also responsible for leaving the Cowboy Trail Arena and parking lot clean and neat after each Market.
- All vendors shall be qualified to answer consumer questions about the products offered for sale.

## **Conflict Resolution**

1. The Cowboy Trail Market Manager is responsible for supervising vendor conduct regarding the Market.
2. Any complaints, conflicts or other issues concerning the Market (including breach of the Market rules) shall be directed to the Market Manager.
3. The Market Manager shall notify all parties to a complaint, conflict, or other issue, requesting that the matter be resolved within a reasonable period of time, to be set by the Market Manager.
4. The Market Manager may impose remedies, including mediation, penalties, suspension, or expulsion.
5. The Market Manager shall have a good knowledge of the food safety legislation and shall be responsible for enforcing them.
6. The Market Manager may suspend a vendor for a flagrant or continued breach of Market rules, or for violent or destructive behavior.
7. Vendors may request a vendor meeting during the season if they have any problems or concerns.

## **Cowboy Trail Market Administration**

- The Market Manager shall act as the agent for the overseeing body, and the property owner to ensure that the Cowboy Trail Farmers' Market follows all applicable legislation and bylaws, including any additional or emergency health guidelines.
- All vendors shall fill out a vendor application form and shall sign a copy of the Cowboy Trail Market Rules agreeing to the terms.
- The Market Manager shall decide which vendors to approve. There shall be an effort to provide a wide range and variety of works of art, crafts, baking and agricultural products, without over representing a single product.
- Selling used and antique items shall not be permitted at the Market.
- The Market Manager shall decide on the maximum number of stalls allowed at the Market. The Market Manager shall decide on the placement of stalls.

I have read and understand the above rules and agree to abide by them.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

The Cowboy Trail Market recommends that vendors keep a signed copy of the rules for their records.