

THE COWBOY TRAIL MARKET

An approved Alberta Farmers' Market

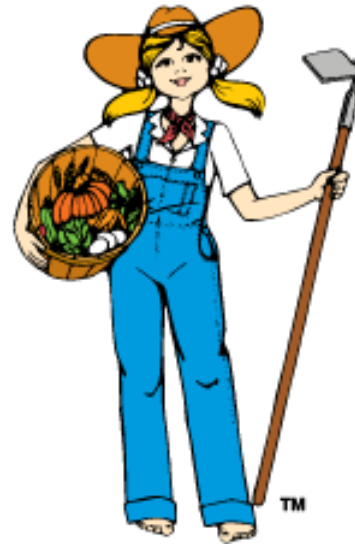
2022 VENDOR APPLICATION

May 7 – October 9, 2022: Saturdays and Sundays from 1:00 PM – 5:00 PM

Market location: 31427 RR42, Mountain View County

(One mile East of the Highway 22 and Highway 582 junction)

- ❖ The Cowboy Trail Market is situated in the old Champion Hay Processing plant. The property owner, Tom Mennear, 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, a kid's train and just gazing at the mountain view, he wants to also offer a unique Farmers' Market experience to both locals and the travelling public. **Also, new to the market this year, there will be monthly wrestling shows put on by CANAM Wrestling!**
- ❖ The market is an Alberta approved Farmers' Market, adhering to all applicable regulations.
- ❖ 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.
- ❖ The Cowboy Trail Market will run for 23 Saturdays and Sundays from Mother's Day weekend (May 7th & 8th) to Thanksgiving weekend (October 8th & 9th) for a total of 46 regular markets. The property offers both indoor and outdoor space and will go ahead rain or shine! **Please note the hours of the market have changed this year to 1:00PM to 5:00PM on both Saturday and Sunday.**



Please complete this application package and return it to Market Manager: Marion McCullough

cowboytrailfarmersmarket@gmail.com

(Please note: this is a new email address, it is not the same as the email address from last year!)

First Name: _____ Personal Phone #: _____

Last Name: _____ Business Phone #: _____

Company Name: _____ Email: _____

Mailing Address: _____ Website: _____

Town, Province: _____ Postal Code: _____

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Please check the market dates you commit to attend:

- | | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> May 7 | <input type="checkbox"/> May 8 | <input type="checkbox"/> May 14 | <input type="checkbox"/> May 15 |
| <input type="checkbox"/> May 21 | <input type="checkbox"/> May 22 | <input type="checkbox"/> May 28 | <input type="checkbox"/> May 29 |
| <input type="checkbox"/> June 4 | <input type="checkbox"/> June 5 | <input type="checkbox"/> June 11 | <input type="checkbox"/> June 12 |
| <input type="checkbox"/> June 18 | <input type="checkbox"/> June 19 | <input type="checkbox"/> June 25 | <input type="checkbox"/> June 26 |
| <input type="checkbox"/> July 2 | <input type="checkbox"/> July 3 | <input type="checkbox"/> July 9 | <input type="checkbox"/> July 10 |
| <input type="checkbox"/> July 16 | <input type="checkbox"/> July 17 | <input type="checkbox"/> July 23 | <input type="checkbox"/> July 24 |
| <input type="checkbox"/> July 30 | <input type="checkbox"/> July 31 | <input type="checkbox"/> August 6 | <input type="checkbox"/> August 7 |
| <input type="checkbox"/> August 13 | <input type="checkbox"/> August 14 | <input type="checkbox"/> August 20 | <input type="checkbox"/> August 21 |
| <input type="checkbox"/> August 27 | <input type="checkbox"/> August 28 | <input type="checkbox"/> September 3 | <input type="checkbox"/> September 4 |
| <input type="checkbox"/> September 10 | <input type="checkbox"/> September 11 | <input type="checkbox"/> September 17 | <input type="checkbox"/> September 18 |
| <input type="checkbox"/> September 24 | <input type="checkbox"/> September 25 | <input type="checkbox"/> October 1 | <input type="checkbox"/> October 2 |
| <input type="checkbox"/> October 8 | <input type="checkbox"/> October 9 | | |

Booking Rules:

- ❖ Stall prices will depend on location (inside or outside).
- ❖ Full time vendors will have the same stall each market, single use may vary depending on availability.
- ❖ Make cheques payable to: **Cowboy Trail Market**; send e-transfers to: northernmist@telus.net.
- ❖ Payment for stalls must be made by the first Saturday of each month.
- ❖ Vendor placement within specified locations will be up to the discretion of the Market Manager.

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Please check the product(s) you will offer for sale.
Ask the Market Manager for approval of products not listed here.
No used and antique items.

- | | | |
|---|---|---|
| <input type="checkbox"/> Garden Produce | <input type="checkbox"/> Greenhouse Produce | <input type="checkbox"/> Preserves, Condiments, Sauces |
| <input type="checkbox"/> Baking | <input type="checkbox"/> Dairy | <input type="checkbox"/> Meat, Fish, Poultry, Eggs |
| <input type="checkbox"/> Candy | <input type="checkbox"/> Other Food Products | <input type="checkbox"/> Other Agricultural Products |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Cosmetics, Personal Beauty | <input type="checkbox"/> Artwork, Needlework |
| <input type="checkbox"/> Wood Crafts | <input type="checkbox"/> Knitting, Sewing, Crocheting | <input type="checkbox"/> Other Craft and Artisan Products |
| <input type="checkbox"/> Pet Food | <input type="checkbox"/> Pet Crafts | |

Provide a detailed description of all the items you intend to sell at the market. If you intend to add products that are not listed on this form, check with the Market Manager for approval.

Vendor Pricing:

Please check which type of stall you would like to choose:

- Inside stall (\$15.00/day) Outside stall (\$10.00/day)

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Vendor Rules:

- ❖ All vendors selling food and/or edible agricultural products shall complete the **Alberta Food Safety Basics for Farmers' Markets** 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 Alberta Food Safety Basics for Farmers' Markets course:
 - Go to www.albertahealthservices.ca/eph/eph.aspx
 - Click on Take a Course in the **Top Searches** links in the center of the page
 - Click on Alberta Food Safety Basics for Farmers' Markets
- ❖ **Vendors shall supply their own table and table covering.** A limited number of tables are available for a small charge. Table coverings shall be clean for each market day. 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 1.5 hours before the start of the market. ***Set-up shall be completed 15 minutes before the market opens.***
- ❖ Vendors may unload in the unloading area and shall park in the designated parking area.
- ❖ 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 stay until the end of the market, unless they sell out early. If they sell out early, the vendor shall display a sign saying "**Sorry, sold out**".
- ❖ Vendor's 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 and 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:
 - Cortney Hlady, Public Health Inspector
 - 403-943-2288
 - cortney.hlady@ahs.ca

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Vendor Rules (Continued):

- ❖ 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), along with an appropriate receptacle for garbage disposal.
- ❖ 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 Market building and parking lot clean and neat after each market.
- ❖ All vendors shall be qualified to answer consumer questions about their 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 the breach of 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 meeting of the management board 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 Market follows all applicable legislation and bylaws, including any additional or emergency health guidelines.
- ❖ All vendors shall fill out a vendor application form and read all market rules and sign to agree 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.

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Cowboy Trail Market Administration (Continued):

- ❖ 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.

Declaration:

I acknowledge and accept all risk arising or pertaining to my participation in the Cowboy Trail Market and waive all claims, rights or causes of action arising against the Cowboy Trail Market or the Market Manager.

The Cowboy Trail Market and its members are not responsible for loss or damage to vendors' products or personal property. The Cowboy Trail Market does not provide warranties or guarantees of vendor products.

By signing this form, I declare the information here to be complete and accurate. I have read the Cowboy Trail Market Rules provided to me with this application package and I agree to comply with them. I understand that not all applicants may be granted space at the Cowboy Trail Market and that it is the right and responsibility of the Market Manager to decide allocation of space.

Name of Vendor: _____

Signature of Vendor: _____

Date: _____

Vendors should keep a photocopy of this signed application/market rules for their records.

Send completed application forms to:

Market Manager: Marion McCullough

P: 403-638-3176 C: 403-636-1955

cowboytrailfarmersmarket@gmail.com

Mailing address: Marion McCullough

PO Box 2095

Sundre, AB

T0M 1X0

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Thank you for your application, we look forward to working with all vendors to provide the local and traveling public a unique and fun-filled Farmers' Market experience!

