



# ORCHARDS NIGHT MARKET

## Vendor Application

Join the Orchards for a night market as part of our approved Special Event Farmers' Market! This will take place in our indoor space from 5:30 to 8:30 pm on Friday, November 17, 2023.

Please complete the application and return it to the Orchards either through email, or in person. For any questions, please contact Jada Tomlinson at [market@orchardsra.ca](mailto:market@orchardsra.ca).

**Business Name:** \_\_\_\_\_ **Personal Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Health Permit # (if applicable):** \_\_\_\_\_ **Authority:** \_\_\_\_\_

**Insurance:** \_\_\_\_\_ **Policy#:** \_\_\_\_\_

**What do you want to sell at the Winter Night Market? (All products must be listed)**

---

---

---

**Do you personally grow, raise, produce, or make the unique product offered?**

**Yes\_\_\_ No\_\_\_ (If "No" name sources below)**

---

---

### **Social Media**

Can your name, photo, phone number, and social media be provided to customers, posted on the Orchards website, and used in advertising? Please include full website and page names for us to share.

**Website:** \_\_\_\_\_ **Facebook:** \_\_\_\_\_

**Instagram:** \_\_\_\_\_



# ORCHARDS NIGHT MARKET

## Vendor Application

Please describe your business for the “Vendor Information” section of the event posting.

---

---

### What is included?

- o 1 table, 6 feet by 2.5 feet
- o A table cloth (fabric, we strongly recommend that you place a clear one on top to allow for sanitization)
- o Advertising of your business on our website and social media

\*Please make cheques payable to “The Orchards Residents Association.”

**Daily Stall** (subject to availability, must be paid prior to attending market dates)

Non-Resident Rate: \$50.00+gst per \_\_\_ stall(s) \$\_\_\_\_\_

Resident Rate: \$40.00+gst per \_\_\_ stall(s) \$\_\_\_\_\_

### Vendor/Stallholder Guidelines

- \_\_\_ I understand it is my responsibility to provide all documents required. This includes, but is not limited to: Insurance, Farmers’ Market Home Study, Vendor Application, and payment.
- \_\_\_ Stall holders must conform to Public Health Regulations and Standards of Cleanliness.
- \_\_\_ Craft Sale is open from 5:30 pm – 8:30 pm on November 17, 2023, please no selling outside of that time. Exceptions will be made for sales to other vendors.
- \_\_\_ All vendors must remain until the stated end time.
- \_\_\_ Set up may begin no earlier than 3:30 pm the day of the sale.
- \_\_\_ Vendors should be neat and clean in appearance and conduct themselves in a professional manner. No profanity will be tolerated. Vendor’s company name should be clearly displayed.
- \_\_\_ Vendors shall accept all executive decisions by the market manager and abide by these rules. Failure to comply will result in expulsion and forfeit of any fees.
- \_\_\_ Failure to let the market manager know that you cannot attend will result in expulsion of the vendor with NO refund of fees.
- \_\_\_ Inferior quality products noted by customers or others may result in the vendor being expelled from future sales, after being forewarned.
- \_\_\_ All products must conform to Alberta Health Services regulations and standards.
- \_\_\_ Food vendors must comply with the Federal food labeling guidelines (Consumer Packaging and Labeling Act).
- \_\_\_ No pets are allowed in the park or facility.



# ORCHARDS NIGHT MARKET

## Vendor Application

- \_\_\_ All vendors are responsible for the cleanliness of their table. Surrounding area will be maintained by the Orchards Residents Association team.
- \_\_\_ Vendors will conduct direct sales of products grown, produced or hand crafted by themselves as per market slogan.
- \_\_\_ All new products to be approved by Vendor Committee.

I have READ and INITIALED all guidelines and will abide by the rules and regulations of the Market.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Waiver

In consideration of being allowed to be an attending vendor of the Winter Night Market Sale located at the **Orchards Residents Association 4059 Orchards Drive SW, Edmonton**, we the undersigned hereby agree to the following:

To Waive any and all claims that we,

**NAME** (all participating vendors)

\_\_\_\_\_

**BUSINESS** (operating) name

\_\_\_\_\_ may have against the Orchards Community Farmers Market located at the **Orchards Residents Association 4059 Orchards Drive SW, Edmonton**, its directors and officers, employees, agents, representatives and volunteers.

To release from any and all liability for any loss, damage, injury or expense that occurs out of the use of any of the facilities of the Orchards Community Farmers Market located at the Orchards Residents Association Edmonton, by the above named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify Orchards Community Farmers Market located at the Orchards Residents Association Edmonton, 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 on the facilities of the Orchards Community Farmers Market located at the Orchards Residents Association Edmonton, throughout 2023.

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

As a Vendor I am responsible for my own liability insurance while operating on the Orchards Community Farmer's Market Site. If I have no liability insurance, I have signed the waiver form. **I recognize that the insurance of the Orchards Residents Association, and in turn the Orchards Farmers' Market does not extend to any vendor.**



# ORCHARDS NIGHT MARKET

## Vendor Application

I agree to do my utmost to support and promote the market and will abide by the rules and regulations of the market which I have read.

The market reserves the right to limit items offered. All items **MUST** be approved by the Vendor Committee. Any addition or changes to approved items requires prior approval from the Vendor Committee.

Please sign both application and vendor guidelines and include:

1. **Proof of insurance** for any food vendors.
2. Copy of Farmers Market Home Study or Food Safety Course for food vendors.

This **MUST** be supplied or you cannot attend the market.

Please make a copy of this application and vendor guidelines for your records before submitting it.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_