



10310-83 Ave
Edmonton, AB T6E 5C3
Ph: 780-439-1844
Fax: 780-433-4263
Email: office@osfm.ca

PROSPECTIVE VENDOR APPLICATION FORM

Business Name: _____ Personal Name: _____

Address: _____ City: _____ PC: _____

Phone: _____ Email: _____

Other markets attended: _____

(For Growers) Legal Land Description: _____ Area in production: _____

I, the prospective vendor, am applying to sell the following products at the market (provide detailed product list):

(Note: all items must be specifically listed above, only those items which are listed will be considered for approval)

Please describe your production methods. Do you personally make, bake, grow or raise all products listed above?

Are you related to or do you have a business relationship with any current vendor? (If yes please describe):

Signature: _____ Date: _____

Office Use Only
Contacted Date: _____ Jury Date: _____ Score: _____
Approval Status:
Comments:



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PROSPECTIVE VENDOR INFORMATION

WE MAKE IT, WE BAKE IT, WE GROW IT, WE SELL IT!

How to apply to become a vendor:

1. Visit our website at www.osfm.ca to submit an application form, or stop by our Information Booth, near the concession, and pick one up. The market is open every Saturday between 8 a.m. and 3 p.m.
2. All applications will be reviewed by the General Manager, if you are selected for further consideration you will be invited to attend our monthly jury session where our vendor committee will view the products you have listed on your application. You will bring samples of your product to this meeting. **Only those products specifically listed on your application will be considered for approval.**
3. All food vendors must successfully complete the Farmers' Market Home Study Course before applying to OSFM. (See the next page for more info). You must bring your certificate with you to the jury session.
4. You will be notified, by email, as to acceptance or rejection of your product, within 30 days of your interview.
5. According to overall market mix and space available, the General Manager will contact you if and when we have an opening for you. Available space is always at a premium but cancellations allow some new vendors to attend on a temporary basis.
6. Your approved application will be kept on file for one year following your jury date. If space does not become available for you within one year of your approval, please reapply if you still wish to be considered.
7. Liability Insurance is required upon placement in the market (check with your insurance provider to make sure you have appropriate coverage).

Additional information:

- Each vendor should be able to provide enough product for a 8ft x 4ft table; table-sharing by multiple vendors is not allowed. Each vendor is required to provide their own table.
- Individual stall fees range from \$29.00 to \$69.00 per Saturday, depending on season and location. G.S.T. is included in these rates. These rates are subject to change.
- Preference is given to vendors of agricultural products during growing season, the market is designated 80% agriculture & food and 20% craft.
- Preference is given to vendors with high-quality, unique products which will enhance the Market's overall attractiveness.
- All vendors must make, bake, grow or raise their products, no re-sale is allowed.



FOOD SAFETY REQUIREMENTS

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All food vendors are required to know and abide by all food guidelines relevant to their product, as stipulated by Alberta Health Services, the Canadian Food Inspection Agency and OSFM. Please contact AHS and CFIA directly if you require information for your specific product. The General Manager has final discretion to interpret these guidelines at OSFM or to add additional stipulations in the best interests of the market.

Farmers' Market Home Study Course

All prospective vendors must successfully complete the Farmers' Market Home Study Course before applying to OSFM. This course can be found on Alberta Health Services web site at:

http://www.calgaryhealthregion.ca/publichealth/envhealth/education/edmonton_courses.htm

Upon successful completion of this course you will receive a food safety certificate valid for 3 years. Please bring a copy of your current certificate along with you when you are invited to a jury session, and upon placement in the market your certificate must be displayed at your table.

Labeling Requirements

All food products must be labeled in compliance with CFIA standards. Labels must include:

- Common name of product,
- Net quantity
- Name, address and phone number (phone number is required by AHS) of person making product
- List of ingredients in descending order of proportion by weight
- Durable life date
- Allergy alerts
- Label print size must be no smaller than 1.6 mm anywhere on the product except the bottom.

For further information visit www.inspection.gc.ca/english/fssa/labeti/guide/ch2e.shtml.

Nutrition Facts Labeling

At Alberta Farmers' Markets, Nutrition Facts tables are not required at this time.

Farmers' Market Food Safety Pamphlet

AHS provides food safety pamphlets for farmers' markets which include information on how to properly display, package, label, sample and handle food safely. This information is subject to regular changes and additions, it is the vendor's responsibility to keep up to date with the current guidelines relevant to their product. You can find the current Food Safety Pamphlet online at:

<http://www.albertahealthservices.ca/EnvironmentalHealth/wf-eh-farmers-market-information-package.pdf>

Who Should You Contact for More Information?

Farmers' Market Food Safety Policy

Eileen Kotowich, Farmers' Market Specialist, Alberta Agriculture
780-853-8223 or eileen.kotowich@gov.ab.ca
[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/apa6620#foodsafety](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/apa6620#foodsafety)

OSFM Policy

Stephanie Szakacs, General Manager, OSFM
office@osfm.ca or 780-439-1844