

Vendor Application Form

Applicant Information

Company Name: _____

Company Address: (If you provide a PO Box please include the legal land address)

Address _____	City _____	
Province _____	Country _____	Postal Code _____

Owner(s) Names: Owner 1

First Name _____
Last Name _____
Phone # _____
Email _____

Owner 2

First Name _____
Last Name _____
Phone # _____
Email _____

Owner 3

First Name _____
Last Name _____
Phone # _____
Email _____

Owner 4

First Name _____
Last Name _____
Phone # _____
Email _____

Company General Information

Company Email Address: _____

Company Email Address: _____

Number of Years in Business: _____

Website _____	Facebook _____
Twitter _____	Instagram _____
Youtube _____	Other _____



Any questions please contact the office:
780-439-1844 / office@osfm.ca
osfm.ca

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Company General Information Continued

List the other Alberta Approved Farmers' Market/Public Markets you currently operate at:

Do you sell online? (Please provide information)

Product Information

Do you make, bake, or grow your product(s) yourself? (Please explain below)

List all the products you will sell at this market.
(Products not listed will not be permitted and will require additional application and approval)

Is your product certified organic?

Yes (Please provide a copy of your recent certification documents)

No

Are your value-added products produced in an AHS-approved facility?

Yes

No

(If yes, please include the address of this approved facility)



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Stall Requirements

Does your business operate year-round or is it seasonal?

Year-Round

Seasonal

(If seasonal, indicate which months or dates)

Do you require storage space (Dry, Cooler, or Freezer)?

Year-Round

Seasonal

(If yes, please provide an explanation)

Will you be doing sampling for your products?

Yes

No

Upon approval of this application I am aware that by operating at Old Strathcona Farmers' Market I will be required to provide:

- Business License
- Alberta Health Food Handling Permit
- Alberta Food Safety Basics for FM Course (Proof of completion for all staff)
- Liability Insurance Certificate (With minimum of \$2 million in liability insurance)
- Organic Certificate (If applicable)
- Other documentation and permits as per your product(s) retail requires.

Name of Applicant:

Signature of Applicant:

Date Signed:



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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 \$60.00 to \$87.00 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.



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Thank you for your interest in becoming a vendor at OSFM. Please see the food safety information below. All vendors are required to know and abide by all food regulations relevant to their product, as stipulated by Alberta Health Services, the Canadian Food Inspection Agency and OSFM. The General Manager has final discretion to interpret these regulations 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: <https://ahs.myabsorb.ca/#/public-dashboard>. 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/assets/wf/eph/wf-eh-farmers-market-information-package.pdf>

Who Should You Contact for More Information?

Farmers' Market Food Safety

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

Market Manager

office@osfm.ca



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