



French Quarter Christmas Market – Bazaar de Noël

Vendor Application Form 2019

La Cité Francophone
Office 110
8627 Rue Marie-Anne Gaboury (91st)
Edmonton, AB T6C 3N1
Ph: 780-463-1144
Email: mqf-fqm@lacitefranco.ca

Dear vendors,

La Cité Francophone is pleased to offer our annual Christmas Market – Bazar de Noël
5 – 9 pm on December 4 and 11, 2020!

We want to build on last years' success and your enthusiasm and input has been most welcome.

Rates for the market are as follows:

Single day: \$30 per table, \$12.50 /additional table per day

Both days: \$50 per table, \$10/additional table per day

Please fill in the application form and submit payment by November 27th.

Spaces are limited this year in the lower Rotunda and Atrium so first come, first served. We are following all AHS guidelines and protocols to ensure the safety of all vendors, participants and staff.

La Cité Francophone French Quarter Farmers' Market highlights the beauty of this location that is enjoyable and accessible to all ages. Ample free parking is available and full wheelchair/stroller access is granted.

La Cité Francophone is more than well-equipped and experienced to infuse our unique culture into Edmonton with the French Quarter Farmers' Market.

We are looking forward to having you join us!

Allen Jacobson

Tel: 780 463 1144

Email: mqf-fqm@lacitefranco.ca



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Market information

The following rules are expected to be followed by all vendors participating at the French Quarter Farmers' Market. *La Cité Francophone* and the market manager reserve the right to enforce these rules and inspect vendor's sites as deemed necessary.

Rules:

1. No resale of manufactured goods is allowed without approval.
2. Only items or categories of items approved through your application are to be sold at your table.
3. Vendors are responsible for their own tents and coverings, must be prepared for inclement weather, and are expected to keep a tidy and orderly stall free of any visible garbage.
4. Vendors are expected to arrive to the market no later than 45 minutes before the start time and are expected to stay until the closing time even if sold out of product.
5. Vendors must communicate any cancellations or changes in dates requested, changes in table space needed, and/or the addition of products that were not described in your application to the FQ Farmers' Market by 4 PM the Wednesday (48 hours) prior to the Friday market date.
6. Refunds for missed dates will not be provided unless notification and confirmation of cancelled dates are communicated either in person, by phone, email, or fax in due time as stipulated by rule #5.
7. The right to charge a \$30 contract cancellation fee is held by *La Cité Francophone* if a vendor decides to cancel his subscription to the market. (Dependant on the vendor's history and standing with the FQ Farmers' Market).
8. A \$30 processing fee will be charged for any NSF cheques. Any outstanding fees (in arrears) must be paid before any further cheques are to be processed.
9. Vendors do not have the approval to sublease or rent the stalls assigned to them.
10. Table sharing is not allowed between vendors.
11. Stall placement assignments will be decided by the market manager and vendor preferences will be considered when determining these placements. **Stalls are 10'x6' in dimension.**



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Food Safety Requirements:

1. All businesses participating in the market must comply with the Alberta Food Regulation as enforced by Alberta Health Services.
2. Vendors wishing to sample their products must follow sampling standard operating procedures as determined by Alberta Health Services:
<http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-farmers-market-information-package.pdf>
3. Vendors must follow Canadian Food Inspection Agency guidelines to packaging, labeling, and storing the goods that they offer at the FQ Farmers' Market as listed in their Guide to Food Labelling and Advertising: www.inspection.gc.ca/english/fssa/labeti/guide/ch2e.shtml
4. Food vendors must, as stipulated by Alberta Agriculture and Rural Development, complete the Farmers' Market Home Study Course found at:
<http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-home-study-farmers-market.pdf>
and must provide a copy of their Food Safety Certification to the FQ Farmers' Market manager once acquired.
5. A food handling permit is to be displayed on site and provided to the FQ Farmers' Market manager if applicable to your business.

Any questions or concerns regarding rules and standards may be discussed with the market manager or may be forwarded to mqf-fqm@lacitefranco.ca

Please Sign and date the following statement before proceeding with your application.

Yes, I personally certify that I, the market applicant, have read and understood all of the rules and food safety requirements of this application form.

Name: _____

Signature: _____ Date: _____



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How to apply

Please provide all of the information requested and answer all applicable questions in this document. You may return this document by fax, by mail, or by delivery to La Cité Francophone. You may also scan and email this document to: mqf-fqm@lacitefranco.ca

Vendor Information

Business Name: _____

Owner(s): _____

Address: _____

City: _____ PC: _____

Phone: _____

Email: _____

Website: _____

Twitter: _____

Facebook: _____

Product Description: Please list your products and briefly state your involvement in producing them along with what makes them unique. Please feel free to attach an additional page to this document if the provided space is insufficient.



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Please indicate "Yes" or "No" to the following statements if applicable to your business.

Producers: My business has produced all of the products that we offer. Yes ___ No ___

Meat Vendors: I am the primary producer of the meat in my products. Yes ___ No ___ N/A ___

BC Fruit Vendors: I am in compliance with the CFIA requirements. Yes ___ No ___ N/A ___

Liquor/Craft Beer Vendors: I have a Class E license issued by the AGLC. Yes ___ No ___ N/A ___

Please sign and date the following statement before proceeding with your application.

Yes, I personally certify that the information provided on this document is true.

Name: _____

Signature: _____ Date: _____

Market Hours 5 – 9 PM

Please circle the Fridays you would like participate in the

French Quarter Christmas Market – Bazar de Noel

Single day: \$30 per table, \$12.50 /additional table per day

Both days: \$50 per table, \$10/additional table per day

December	4	11
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Number of dates requested: ____

Note: Returning vendors will be given priority regarding location-placement.



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Rates: 2020 year rates are \$30 per market day for single table space and \$12.5 for each additional table requested per market day. All proceeds are used to promote the market and no profit is made by the market or La Cité Francophone.

Please check the box associated with the rate you have chosen:

- **\$30 per market day for single table spaces** and **\$12.50** for each additional table per market day
- Additional tables/day at **\$12.50** = \$_____
- **\$50 for both Fridays** and \$10 for each additional table per market day
- Additional table/day (for all three Fridays) at **\$10** = \$_____

All tables are provided by La Cité Francophone. Notification of cancellation 48 hours (e.g. 2 days) prior to market day will be refunded as stipulated by rules #5 and #6

Every subscription includes the marketing of your business on Social Media and La Cité Francophone's website (vendors list), linked to your own social media and website.

Payment methods: Cash, Direct Deposit or Cheques made out to *Centre Communautaire d'Edmonton* are accepted.

Payment Information

Payments due November 27, 2020



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Liability Waiver

Please indicate your business name, include the names of all participating vendors, and sign the following liability waiver.

Business name: _____

Individual vendors:

We, the undersigned, the family, employees, and volunteers with the business indicated above; release *La Cité Francophone* from any liability for loss, damage, injury, or expense that occurs out of any use of any of the facilities of *La Cité Francophone, Centre Communautaire d'Edmonton*.

We indemnify *La Cité Francophone*, its board of directors, and the French Quarter Farmers' Market from any and all liability for any personal damage, personal injury, financial loss or expense to any third party including legal expenses and costs of a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held at *La Cité Francophone*.

We, the undersigned, acknowledge that we have read and understand this liability waiver.

Owner's Name (printed)	Witness's Name (printed)
Owner's Signature on behalf of all vendors indicated	Witness's Signature
Date:	Date:

Please keep a copy of the market rules and safety requirements and sign and return all of the pages in this application once completed to the address found in the header of the document.



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Communication documents

In order to include your business on our website, please send us:

1. Your logo in HD
2. The link to your website
3. Any relevant graphic document (such as pictures) that you would like to include.

Model Release Agreement waiver

I, _____, understand that any pictures taken during the French Quarter Farmers Market may be used as part of the communication plan of *La Cité Francophone*, including but not limited to, in any publication, broadcast, posting on the Internet (Web), advertising or display.

I agree not to receive compensation or other payment of any kind, including, but not limited to, any royalties for the use of such material and I agree to waive any right to approve such use.

I declare that I have read and understood the foregoing release and authorization before signing below.

City (Province / Territory) _____

Printed Name and Address of Model _____

Signature of Model _____

Date _____

Thank you very much! See you in December!

Merci beaucoup on se revoit en Décembre!