



Dear vendors,

La Cité Francophone would like you to join us at our **General Store** during the 2020 Flying Canoe Volant Festival 6-10 pm on January 30, 31 and Feb. 1, 2020.

The **General Store** is located in La Cité Francophone banquet halls and will act as a warm up, gathering place, music and vendor venue. Last year the Festival welcomed over 35,000 visitors to the various sites in the Mill Creek Ravine, Rutherford School and La Cité Francophone.

The Rotunda (lower and upper) will be humming with various activities, volunteer check in, and a hot chocolate station. The Patio will once again feature our SNOW SLIDE, Ice Bar, Tire sur Neige, DJ and much more.

Rates for the market are as follows:

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

All three days: \$80 per table, \$10/additional table per day

If you have been a La Cité Market participant during the past year and you are selling the same products as in the past, there is no need to fill in the entire application. Just indicate the dates you would like to attend.

Site layout will be provided by Monday Jan. 28.



We are looking forward to having you join us!

Allen Jacobson

Tel: 780 463 1144

Cell: 780 729 5075

Email: mqf-fqm@lacitefranco.ca

8627- rue Marie-Anne Gaboury (91 street)

Edmonton AB

T6C 3N1



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 Tuesday (48 hours) prior to the 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 \$40 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 \$40 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'x10' in dimension.



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: _____



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.

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: _____



General Store – Flying Canoe Volant 6 – 10 PM

Please circle the date(s) you would like to attend.

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

All three days: \$80, \$10/additional table per day

January 30	January 31	February 1
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Number of dates requested: _____

Note: The most committed vendors will be given priority regarding location-placement.

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 = \$ _____
- ☐ Additional tables/day at \$12.50 = \$ _____
- ☐ \$80 for all three days
- ☐ Additional table/day at \$10 /day (if signed up for all three days) = \$ _____

All tables are provided by La Cité Francophone. Notification of cancellation 72 hours (e.g. 3 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 day of event

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) _____

Date: _____

Witness's Signature _____ 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.

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 at the Flying Canoe Volant!

