

FORT SASKATCHEWAN & LAMONT COUNTY REGIONAL CHAMBER OF COMMERCE FARMERS' MARKET

Corner of 101St and 99Ave enter across from CIBC



2026 Vendor Policies and Guidelines Agreement

Notice to Vendors: *This Vendor Policies and Guidelines Agreement is for informational purposes only. This document may be subject to change. **By providing payment it is understood that you have read, understand, and are agreeing to the terms in this agreement.** The Fort Saskatchewan & Lamont County Regional Chamber of Commerce shall have final authority on the enforcement of the following rules and regulations throughout the duration of the Market. Failure to comply with any of the rules and regulations, as set out in these Policies and Guidelines, may be grounds for dismissal; no refunds will be given.*

The **2026 Fort Saskatchewan Farmers' Market** will run from **June 4th until September 24th, excluding July 2.** July 1st, 2026 is a special Canada Day Market from 10am to 4pm.

The Farmers' Market Hours of Operation are **Thursday's from 4:00 pm to 7:00 pm.**

1. **Rain or Shine Policy** - The Fort Saskatchewan and Lamont County Regional Chamber of Commerce Farmers' Market is primarily a *rain or shine* event. Vendors should come prepared for a variety of weather conditions, including light rain or moderate wind. However, the Chamber reserves the right to cancel, delay, or pause the market in the interest of public safety in the case of severe weather or other hazards.

2. Definition of Severe Weather

Severe weather conditions that may trigger market delay, evacuation, or cancellation include but are not limited to:

- Sustained wind speeds or gusts exceeding 50 km/h,
- Lightning strikes within a 5 km radius,
- Hail,
- Tornado warnings or watches,
- Poor air quality (e.g., due to wildfire smoke),
- Extreme heat warnings issued by local health authorities.

Chamber staff actively monitor conditions using accredited weather and alert systems. If severe weather is forecast or observed, the Market Manager will provide timely updates to vendors.

3. Evacuation & Delay Protocol – In the event of potential weather-related danger:

- A **single air horn blast** signals that important information will follow; please await instruction.
- **Three consecutive blasts** signal immediate evacuation; vendors and patrons must seek shelter.
- When safe, a market pause may occur to assess conditions. A final decision will be made within 10-15 minutes.

Vendors are not permitted to pack up early or leave the premises unless authorized by the Market Manager.

4. Market Cancellation Policy (Weather, Air Quality, Safety) - The Chamber reserves the right to **delay, pause, or cancel** any market date at its sole discretion in response to any condition that threatens the safety of vendors, staff, or the public. These may include:

- a. Severe weather,
- b. Poor air quality,
- c. Emergency advisories from government or health officials,
- d. Unsafe grounds or infrastructure

Such decisions are made with consideration for all stakeholders and in consultation with official sources where possible.

*Due to the unpredictable nature of weather and environmental conditions, vendors should be aware that cancellations may occur with short notice. No refunds will be issued in the event of market cancellation due to such circumstances. A credit **may** be issued at the Market Managers discretion if conditions are out of our control.*

The Chamber will endeavor to notify vendors via email and/or text message as early as reasonably possible.

5. Operations:

Vendors may start setting up their stalls after 2pm and must be **ready to operate by 3:45 pm. No vehicles may move after 3:45 pm.** All vehicles used for set-up must also be off the roadway at this time and parked behind your stall (where permitted) or parked in an approved location.

Public selling for the Farmers' Market **begins at 4:00 pm and ends at 7:00 pm.** Vendors are **NOT permitted** to sell to the public prior to or after this time. You may sell to other Market vendors

Vendors are not allowed to move vehicles FOR ANY REASON inside the Market between 3:45pm and 7:10pm unless the second horn or whistle has blown for the safety of all vendors, patrons, and volunteers. The onsite Market Manager will blow a second horn or whistle between 7:00pm - 7:10pm indicating that the market is clear of all market pedestrians and that it is safe to move vehicles. If a vendor is found to have moved a vehicle during this time frame, they receive a warning, if this occurs again a two-week suspension will be issued. If it is observed they have moved a vehicle during this time frame again they will be banned for the season. No refunds will be issued.

Vendors are **NOT permitted** to pack-up and leave the market early under any circumstance. Failure to comply may be grounds for dismissal from future markets with no eligibility for refunds.

For all vendors, the horn or whistle will be sounded three times over the course of the day:

- i. 4:00 pm: Signifies that the Farmers' Market is open, and sales can begin.
- ii. 7:00 pm: Signifies that the Farmers' Market is closed, and sales must stop.
- iii. Between 7:00 pm – 7:10 pm: Signifies that the Farmers' Market is clear and safe to move vehicles

6. VENDOR FEES

Vendor fees must be paid in full prior to June 1st. The Chamber of Commerce no longer offers weekly or monthly payment plans.

Full Season Vendors are required to pay in full prior to June 1, 2026

OR

Pay two installments; with one installment being paid prior to June 1, 2026, and the second being paid by August 1, 2026. This must be confirmed with Chamber staff. Any other arrangements must be made with and approved by the Market Manager.

If a vendor joins the market later in the season, they are expected to pay their fees prior to attending their first market. If they are attending multiple markets, the fees for all markets must be paid in lumpsum. The Chamber does not accept weekly payments.

7. FIRST RIGHT OF REFUSAL

Applications from returning vendors from the previous market year will receive 'First Right of Refusal' considerations if received before the deadline. However, previous participation does not guarantee acceptance. Preferences & previous stall location in the market will be taken into consideration; however, the same stall is not guaranteed. After First Right of Refusal deadlines pass, applications will be reviewed in the order that they are received.

8. VENDOR CANCELLATIONS, REFUNDS, and NO-SHOWS

- Vendors are **NOT permitted to sublease, trade, loan** or give other vendors their assigned stalls unless approved by the Market Manager.
- All vendors must provide **48 hours written notice** whenever possible. This cancellation notice allows us to make adjustments so that the market does not appear to have empty stalls. In the event of an emergency and/or last-minute cancellation, please phone/text the Market Manager at 780-915-0006.
 - a. **No refunds will be given for cancellations after May 21, 2026.** The ability to exchange dates without penalty will only be given if at least 2-weeks' notice is given in writing. All stall payments are **non-refundable**.
- In the event of a “**no show**” the vendor will be given both a written and verbal warning. If the vendor “no shows” a second time, the Market Coordinator will **ban the vendor** for the remainder of the season without reimbursement.
- The Market Manager reserves the right to **change vendor stall location** to an equitable location within the market at any time **with or without notice**.
- Vendor approval is at the sole discretion of the Market Manager.

9. STALL USAGE

- All stalls are 10' x 10'. Vendors that use more than the allotted space will be charged for a 2nd stall.
- A sign bearing the vendor's name **must be visible** at all times. Vendors selling food or drink products must have their food handling/food safety certificate easily accessible at all times. We suggest laminating a copy for display.
- **Tables and chairs are NOT included.** Vendors are responsible for bringing their own tables and chairs.
- Tents are not mandatory, but it is encouraged. Vendors are responsible for bringing appropriate weights to anchor their tent. **ALL tents MUST be weighted down with a minimum of 25 lb per each tent leg.** Tents that are improperly weighted or without weights will be asked to be deconstructed. We highly recommend adding extra weight to your tents for additional safety due to the windy nature of the market area.
- Vendors are encouraged to sanitize their own tables and payment processing machines regularly throughout the market. Vendors selling food or drink products must follow sanitization procedures outlined by Alberta Health Services.
- Vendors are responsible for any damage that occurs at or around their stall (eg: city or other vendor's property, damaged trees, grass, etc.) This also includes the removal of all garbage from their stall.

10. MARKET INSURANCE

- Market insurance is the sole responsibility of the market vendor and is highly recommended.
- Market insurance is **NOT** provided by the Fort Saskatchewan & Lamont County Regional Chamber of Commerce Farmers Market. All liabilities incurred due to loss, damage, or injury due to weather, theft, vandalism or unforeseen circumstances are the sole responsibility of the market vendor.

11. PRODUCTS

- As an Accredited Alberta Sunnygirl Approved Farmers' Market, the market must adhere to the 80/20 rule. This means a minimum of 80% of the Market has to be made up of vendors which offer products that have either been made, baked, or grown in Alberta by the vendor, family member, or employer. Vendors that meet this requirement will receive preference. The other 20% of vendors can be made up of out-of-province vendors, resellers, or vendors selling commercially available products. A limited number of commercial products will be accepted into the market and will depend on the current product mix at the discretion of the Market Manager.
- **Approved vendors are only permitted to sell approved items listed on their Description of Goods to be Sold.** Any changes or additions to products must be submitted and approved by the Market Manager in advance of the market. Used or flea sale items are prohibited.
- All food products must be properly labelled to include a list of ingredients and vendor contact information that must operate in compliance with **ALL** Alberta Health rules and regulations.
- The Fort Saskatchewan & Lamont County Regional Chamber of Commerce Farmers' Market keeps records of product types while using a quota system as we accept vendors into the market which helps curate a balanced, diverse, and successful Market ensuring adequate market share to vendors. **We do not offer exclusivity of any product.** We endeavor to manage varying product competition through strategic placement.

12. FOOD VENDORS

- Must complete the Farmers' Market Home Study Course or a Food Safety course meeting Section 31 of the Food Regulation. **A copy of this certificate must be submitted to the Chamber before your application is considered processed and complete.**
- Must obtain Food Handling Permits for concessions (units selling food to be eaten at the market) issued by Alberta Health Services that must be on display at all times. **A copy**

of this permit must be submitted before your application is considered processed and complete.

- **Must comply with all regulations of Alberta Agriculture and Alberta Health Services.**
- **Must meet all Food Handling Requirements** including labelling, food samples, hand washing stations, and sanitation.

13. VENDOR PARKING

Most Vendors located in the Center Circle of the market are permitted to park directly behind their booth.

- Vendors located on the Walkway or Legacy Lane are permitted to park on the grass behind their booth (space permitting); however, if it is raining or has rained within the past 24 hours leaving the grounds wet, parking will be prohibited. Management will inform vendors if parking is unavailable. If vendors are parking on legacy lane, ensure your vehicle is not blocking the sidewalk for accessibility purposes.
- Although most stalls in the Market have parking available directly behind or adjacent to the stall, parking at the stall is not guaranteed.

14. VENDOR CODE OF CONDUCT

All vendors are expected to conduct themselves in a professional and ethical manner during Market hours. **Offensive, disruptive, or inappropriate conduct will not be tolerated** and at The Fort Saskatchewan & Lamont County Regional Chamber of Commerce's discretion, you may be asked to leave. The Chamber also reserves the right to remove or ban any person or business from the Farmers' Market for any offensive, disruptive, or inappropriate conduct as they see fit. No refunds or recourse will be given.

15. SPECIAL EVENTS

More information about the special Canada Day Market on July 1, 2026, will be sent via email as it becomes available. Information about other potential special market dates will be sent out as more information becomes available.

For general market inquiries, please contact the Chamber of Commerce office at 780-998-4355 or by contacting Tanya Shewchuk, Events Coordinator, directly via email at Events@fortsaskchamber.com.