

Cochrane Farmers' Market

SLS Centre



2024 VENDOR APPLICATION | Market by the Bow Full-Time

Vendor Information

Business (or Vendor) Name: _____

2024 VENDOR APPLICATION | Vendor Profile is: Attached Previously Submitted

The products I will be selling at this market are consistent with the product list included in my Vendor Profile:

Yes **NO** → Provide updates: _____

Market Stall

10' x 10' stall space – Number of stalls requested: _____

~~Food Truck~~ (due to circumstances beyond our control, Food Trucks are RESTRICTED at SLS Centre for 2024)

Due to space limitations, requests for multiple stalls will be considered but are not necessarily granted.

Is your vehicle or trailer required during market?

No Yes → provide type & length: _____

Electricity is NOT available; will you be providing your own generator / mobile electrical source: No Yes

Indicate any special stall requirements, accommodations, or requests: _____

The Cochrane Farmers' Market will allocate stalls as they see fit to provide a good market mix; vendor location will be determined for best benefit of the market.

Market Dates

The 2024 Season includes 18 Saturdays, starting June 1 until September 28, 9am to 2pm, rain or shine.

Full-Time Vendors are expected to be in attendance for ALL market days. There will be no refund for missed markets. Should there be an unavoidable conflict for personal reasons, vendors **MUST provide advance notice for the dates they will not be in attendance.** The number of days absent will be monitored – requests for multiple absences, poor attendance, or failure to provide notice will affect your standing with the market. Full-Time vendors MAY NOT request absence to attend other markets.

REQUESTED ABSENCE: Indicate below **ONLY** those dates that you **WILL NOT be able to attend.**

- | | | | |
|----------------------------------|----------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> June 1 | <input type="checkbox"/> July 6 | <input type="checkbox"/> August 3 | <input type="checkbox"/> September 7 |
| <input type="checkbox"/> June 8 | <input type="checkbox"/> July 13 | <input type="checkbox"/> August 10 | <input type="checkbox"/> September 14 |
| <input type="checkbox"/> June 15 | <input type="checkbox"/> July 20 | <input type="checkbox"/> August 17 | <input type="checkbox"/> September 21 |
| <input type="checkbox"/> June 22 | <input type="checkbox"/> July 27 | <input type="checkbox"/> August 24 | <input type="checkbox"/> September 28 |
| <input type="checkbox"/> June 29 | | <input type="checkbox"/> August 31 | |

Reason for requested absence: _____

If you are not accepted as a Full-Time vendor, would you be interested in attending Part Time? yes no

Accuracy of Information and Acknowledgement of Vendor Guidelines and Standards

- I declare the information provided on this form and included with my 2024 Vendor Profile to be complete and accurate.
- I agree to pay the rates by the due date as set out in this application should I be approved as a vendor.
- I agree to abide by the market policies, procedures, standards, and guidelines of the Cochrane Farmers' Market as detailed in the **2024 Vendor Guidelines.**
- I agree to operate in accordance with any restrictions and requirements necessitated by Public Health Orders that may be in place during the season to reduce the transmission of COVID-19 and other respiratory viruses as well as any other measures that may be implemented specific to the Cochrane Farmers' Market and/or the SLS Centre.
- I further give consent to the Cochrane Farmers' Market to disclose my Name, Company Name, and contact information to those persons inquiring about my product(s) and to have my information listed on the Cochrane Farmers' Market website.

Name: _____

Signature: _____

Date: _____

Cochrane Farmers' Market

2024 VENDOR APPLICATION | Market by the Bow Full-Time

Vendor Fee and Payment

Vendors approved for attendance will be responsible to pay the following vendor fee:

Fee for Full-Time Vendor (per 10'x10' stall space) **\$ 325.00**

Do not submit payment with your application. Once approved, Full-Time Vendors are requested to pay in full prior to May 15th to ensure stall is reserved for the 2024 season.

The Cochrane Farmers' Market can accept payment by cash, cheque, or e-transfer; payment information will be provided with confirmation email.

Application Checklist for Submission

- ✓ **2024 Vendor Application | Vendor Profile:**
Submit Vendor Profile with this application or indicate that it has been submitted previously. Refer to the checklist for the Vendor Profile and ensure:
 - all business and contact information has been included
 - all product information is complete, attach additional sheets if required
 - all required documents related to your product category have been submitted** Submit the Vendor Profile form only ONCE for the 2024 Vendor Application process; should the information provided on the form change during the season the vendor is responsible to provide updates.*

- ✓ **2024 Vendor Application | Market by the Bow Full-Time**
 - Provide space requirements and specific vehicle and/or stall set-up information so we know how to best locate you in the market
 - Indicate any dates that you are unable to attend due to unavoidable conflict (absence should only be related to family or personal reasons)

- ✓ **Cochrane Farmers' Market - 2024 Vendor Guidelines:**
 - Vendors agree to abide by the market policies, procedures, standards and guidelines, ensure you have reviewed this document including Part D – Conditions Specific to Outdoor Markets at SLS Centre

- ✓ **Sign and Date** the application form

- ✓ **Certificate of Insurance:** may be provided after vendor is confirmed for attendance
 - mandatory for Full-Time vendors

Applications will be reviewed upon receipt. Please note that vendors are not approved on a 'first received' basis. Vendors are selected to ensure each market is balanced across all categories. Vendors will be contacted if additional information is required to complete a review of your application.

Vendors approved for attendance will receive confirmation of their acceptance by email.

Submit electronic files (good quality PDF scan or photo) of Application Forms and attachments to email address - OR - submit copies of Application Forms with attachments to our mail address as provided below.

Mail Address ONLY:
Cochrane Farmers' Market
104 Griffin Road East
Cochrane, Alberta T4C 2B9

Market line: 403-851-0562 (voice mail only)
Manager Direct: 403-932-1427
Email: manager@cochranefarmersmarket.ca