

Cochrane Farmers' Market

Cochrane, Alberta



2024 VENDOR APPLICATION | Vendor Profile

This form is a REQUIRED component for all vendor applications and must be submitted to be considered as a vendor for any of the 2024 Markets hosted by the Cochrane Farmers' Market.

Vendor Information

(* REQUIRED Contact Information)

Business Name: _____
(this is the name that will be used to promote you at the market)

***Primary Applicant:** _____

Secondary Applicant(s): _____

***Mailing Address:** _____

Town/City

Postal Code*

***E-mail:** _____
(the primary method of communication with vendors is through email, provide your preferred address)

***Phone:** _____ **Mobile Phone:** _____

Website: _____

Social Media: list the social media platforms you are currently active on; include your username for each

- How would you characterize your business ?
 primary source of income a secondary source of income a hobby Other: _____
- How long has your business been in operation ?
 0-2 years 3-5 years 6-10 years 10-20 years 20+ years
- Other markets, retail, or consignment locations where your product is available: _____

- Number of Alberta markets you attend on a regular basis: 0-2 3-5 6-10 10+
- Do you offer Online Sales? No **Yes** → On your own e-commerce site Part of a Virtual Online Market
- Are you a member of AFMA (Alberta Farmers' Market Association)? No Yes (suggested but not mandatory)
- Have you been approved as a Verified Vendor under the AFMA Vendor Verification Program? No Yes
- Do you carry insurance for your business for market attendance? No **Yes** → Copy attached: No Yes
(NOTE: Insurance is mandatory for Full-Time vendors; strongly recommended for all others)

Attendance

Tell us if you are:

- NEW** Vendor (never a vendor at CFM) **RETURNING** Vendor (previously attended as a vendor)

Which of the 2024 markets are you interested in attending ?

- Saturday "Market by the Bow" – Outdoor - SLS Centre parking lot → Full-Time Part-Time Youth
- Spring Market – Indoor – SLS Centre
- Cochrane Street Market - Outdoor (location and dates pending)
- 2024 Cochrane Christmas Farmers' Market – Indoor - SLS Centre
(the CCFM is by invitation only- vendors are selected from those that have indicated interest & provided product information)

Note: each market has a separate application form which must be submitted along with the Vendor Profile to obtain attendance approval. Applications for the CCFM are provided only to those vendors selected for invitation to the event.

Who will attend the market ?

- Myself Business Partner Friend/family member Paid staff Other: _____

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Product Information

Product List / Description: Provide a COMPLETE list below of all items you intend to sell. Include all seasonal items and detailed description of items that will be sold at your stall, products not listed WILL NOT be allowed at the market. Attach additional page(s) if required.

Product Category: (Check all that apply AND provide description below)

Agricultural:	<input type="checkbox"/> vegetables	<input type="checkbox"/> berries/fruit	<input type="checkbox"/> meat	<input type="checkbox"/> plants/flowers	
Artisan Food:	<input type="checkbox"/> fresh/frozen processed food	<input type="checkbox"/> baked goods	<input type="checkbox"/> canned goods		
Craft/Art:	<input type="checkbox"/> sewing/fibre	<input type="checkbox"/> wood	<input type="checkbox"/> jewellery	<input type="checkbox"/> fine art	<input type="checkbox"/> other

As an Alberta Approved Farmers' Market, the Cochrane Farmers' Market must adhere to the 80/20 vendor rule. That means the Alberta product must be grown, produced, handcrafted, processed, or baked by you or an immediate family member or staff. Highest priority will be given to "make/bake/grow" (MBG) products. Refer also to 2024 Vendor Guidelines – PART A. **NOTE:** Applications from vendors selling commercial, franchise, multi-level, or reseller products WILL NOT be approved for attendance at the Cochrane Farmers' Market.

Do you make, bake, or grow (MBG) your items? (respond for ALL ITEMS you would have on your table)

YES → If Yes, are your items: MBG in their entirety by you personally (all aspects by your hand)
 MBG in part by you (provide details below)

Where are

your items produced:

MBG in their entirety in ALBERTA. Other: _____

NO → If No, are your items: Fair Trade (provide process of procurement below)
 Franchise or Multi-level product sales
 Purchased commercially for resale
 Other (describe) _____

Provide brief description of where/how your products are made: _____

❖ Food Vendors:

Have you completed Food Safety Training? NO **YES** → Alberta Food Safety Basics for Farmers' Market
 Food Safety Alberta Certification

Certification is attached (mandatory -vendors MUST submit a copy for market records prior to attendance)

Food items (as listed above) are prepared in: home kitchen commercial kitchen (AHS approved)
 mobile kitchen - AHS Permit Number: _____

Food Handling Permit is attached (vendors MUST submit a copy for market records if applicable)

❖ Alcoholic Beverage Vendors:

Alcoholic beverages (as listed above) are made & bottled in an AGLC licensed Facility: NO YES

AGLC License is attached (vendors MUST submit a current copy for market records)

❖ Cosmetics Vendors: (any substance used to clean, improve, or change the complexion, skin, hair, nails, or teeth)

Do your products comply with Health Canada regulations: NO YES

Have you submitted Notification for your products to Health Canada: NO YES

Proof of Notification is attached (mandatory -cosmetics vendors MUST submit copies for all products)

Photos:

Submit a minimum of 3 photos showcasing your products (digital format preferred). Photos will be used for evaluation and approval of new vendors as well as vendor promotion by the Cochrane Farmers' Market.

NOTE: information provided on this form is utilized to select vendors/products that align with priorities established by the Cochrane Farmers' Market. The Cochrane Farmers' Market reserves the right to request additional information. Vendors are encouraged to provide supplementary information which may enhance your profile / product description.

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Checklist for Vendor Profile Submission

- ✓ **2024 Vendor Application | Vendor Profile**
 - provide all business and contact information – this is required for our records
 - provide a complete list of products you will bring to the market as well as information related to their production

** 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.*
- ✓ **Food Vendors:** submit copies of the following food safety training certification:
 - Alberta Food Safety Basics for Farmers' Market OR Food Safety Certification (required)
 - Food Handling and/or Mobile Food Permit (if applicable).

Documents will be kept on file for the 2024 season, provide updates if renewal dates occur during the market season.

All food vendors will have their information forwarded to the AHS Public Health Inspector for approval prior to attending the market.
- ✓ **Alcoholic Beverage Vendors:**
 - submit a copy of your AGLC Manufacturer's license
- ✓ **Cosmetics Vendors:**
 - provide documentation confirming product compliance and notification to Health Canada (required for approval).
- ✓ **Certificate of Insurance:** may be provided after vendor is confirmed for attendance
 - mandatory for Full-Time vendors
 - strongly recommended for all other vendors
- ✓ **Product Photos:** required for vendor evaluation and approval
 - submit a minimum of 3 current product photos. Digital format preferred.
- ✓ **Cochrane Farmers' Market 2024 Vendor Guidelines:**
 - Vendors agree to abide by the market policies, procedures, standards and guidelines
- ✓ **Vendor Applications:** Application forms for specific markets may be submitted at the same time as the Vendor Profile when applying as a new vendor.

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 and approved dates by email.

Submit electronic files (good quality PDF scan or photo) of application forms and attachments to email address - OR - submit hard copies of application forms with attachments to our mail address:

Mail Address:

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