



2012 Millarville Farmers' Market June 16th – October 6th, 2012



Please read through the entire application package, be sure to return the appropriate documents by **March 1st, 2012**
Missing documentation will result in the application being dismissed

CHECKLIST:

- Application form/contract for summer market – *Total 4 pages*
- Application form/contract for Christmas at Millarville –*Total 3 pages*
- Pictures of new products (not the whole album, just your best shots of main product line & display, we don't have time to check all of your websites so please print a few photos and include them) Photos will not be returned.
- **All vendors: signed waiver (on the application forms)**
- **Food Vendors: Proof of liability insurance with the MRAS added as an Additional Insured.** The wording on your certificate should read as follows: "It is hereby understood and agreed that the Millarville Racing and Agricultural Society is added as an Additional Insured, but only with respect to liability arising out of the operations of the Named Insured". (Your insurance company will know about this)
- Keep a photocopy of your application forms for your records.
- Submit two photos on disc or by email for promotion purposes- one of you and one of product.

What's New!

The Millarville Farmer's Market is turning 30!

Look for details on a **30th Birthday Bash!** I'm thinking of having a vendor reunion/market birthday party so if you know if vendors who have sold here in the past please send me their info!

We're doing more **promotion** through Travel Alberta publications and website. We are also now members of Tourism Calgary and will be able to benefit from the Calgary Stampede's Centennial Celebration.

Plans are in progress for a **Run to the Millarville Farmers' Market Half-Marathon** on our first Farmers' Market on June 16. If you would like to submit a coupon or discount or sponsorship for the Half-Marathon participants- we are planning for approx. 400 runners. It's a great opportunity for promoting yourself to a whole new group of customers.

– email marketmanager@millarvilleracetrack.com

Website listing- If you have a website and would like a link from our vendor listings to your website we will be charging \$20 for Summer and \$20 for Christmas.

Advertise in our own market magazine. We will be publishing a Millarville Racetrack magazine similar to the one from last summer. If you would like to advertise please check the box on page 3 of the summer application form to receive more info.

Keep in the loop on **Facebook:** Like Millarville Farmers' Market Page.

Twitter- Follow me: [@MillarvilleMarket](https://twitter.com/MillarvilleMarket)

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Millarville Farmers' Market – Vendor Application Package 2012

Concession: We're continuing local! We made a start last year at using vendor product and local food at Threepoint Kitchen. The kitchen menu will strive to include as much local food as possible; changing with the seasons and featuring our market vendors. What better way to promote your product?! If you are interested in wholesaling your products to the kitchen please list your wholesale products on an additional page and attach to application. Or call our Kitchen Manager, Steph for more information 403-612-6557 or email threepointkitchen@millarvilleracetrack.com. We want our customers to know where their food is from and we want to help to grow your business.

News and Events!

Vendor Workshops

Social Media Workshop: May – date and time TBA

Run to the Millarville Farmers' Market Half-Marathon June 16, 2012.

A new event to promote health and wellness, agriculture and the market. Feature your product in our race packages or at the finish line.

The 107th Running of The Millarville Races

Canada Day! Sunday July 1, 2012

Join us for the oldest horse racing meet in western Canada. Lots of great activities are being planned for this special event. Information will follow, including the opportunity to be a vendor in the Races Marketplace. Visitor admission is \$5 per person.

The 16th Annual Millarville Rodeo

August 3, 4 & 5, 2012

Southern Alberta's best amateur rodeo! Get up close and personal and enjoy a great show and perhaps be a participant in the Sunday Farmers' Market Aug 5 noon-4pm.

The 105th Annual Priddis & Millarville Fair

August 18, 2012

Integrating the Farmers' Market with the Fair has been a huge success for the vendors, visitors and Fair Committee. Farmers' Market will be 9am-4pm that day only. Please indicate on your application whether you wish to attend on this day. Much more info to follow. Visitor admission is \$5 per person for the Fair which includes the Farmers' Market.

Millarville Christmas Market

November 9, 10 & 11, 2012

The Millarville Christmas Market is known to be one of the best markets of the season. Be sure to check the dates of your other seasonal markets. Applications forms are enclosed and the deadline is March 1st 2011

We encourage all vendors to become active MRAS members.
More info at the office or call 403-931-3411
Or send in the completed membership form which is attached.

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Millarville Farmers' Market – Vendor Application Package 2012

An Alberta Approved Farmers' Market: *Make it – Bake it – Grow it – Sell it!*

The Millarville Farmers' Market is one of the largest and most successful of the Alberta Approved Farmers' Markets. There are approximately 100 such markets across the province that are administered and sanctioned by the provincial government's department of Agriculture, Food and Rural Development. The objectives of the Alberta Farmers' Market program are:

- ✓ To maintain and provide the opportunity for profitable and direct market access of safe and high quality Alberta agricultural and agri-food products to the consumer.
- ✓ To provide a framework allowing for direct sales outlet for safe and high quality handcrafted goods and processed foods, produced in accordance with provincial and federal regulations.
- ✓ To enhance community development and build community rapport for Albertans within Alberta's rural and urban settings.
- ✓ To provide an opportunity for vendors and managers to acquire the knowledge and develop the skills needed to maximize the potential success of an Approved Farmers' Market.

Who may sell at an Approved Farmers' Market?

Farmers' Markets were established by Alberta Agriculture to provide market-access for the agriculture and agri-food industry in Alberta. In accepting vendors, priority will be given to: Alberta residents, agricultural producers and individuals who *'make, bake or grow'* their products. At Millarville, preference is also given to those vendors who meet the above criteria and live within our local communities.

What may be sold at an Approved Farmers' Market?

All vendors at an Approved Market are classed according to the **80/20 rule**. Eighty percent (80%) of the vendors must sell Alberta products, which they, an immediate family member or staff have grown, produced, handcrafted, processed or baked. Cooperative farming enterprises are included in this eighty percent.

The remaining twenty percent (20%) of the vendors must sell products that will complement the market mix and represent interests that will enhance the community spirit of the market. Sales by agricultural commodity or agri-food associations are allowed provided that their products complement the existing vendor mix and that they meet the requirements of who may sell at an Approved market. Sale of products by distributors, franchises or existing storefront owners or the re-sale of any products is discouraged. The sale of used goods or flea market products is prohibited at Approved Farmers' Markets. The 20% rule also allows for the sale of BC fruit.

Who owns the Millarville Farmers' Market?

Millarville Farmers' Market is directed and sponsored by the *Millarville Racing and Agricultural Society*. The MRAS was formed in 1907 and after more than one hundred years is thriving and growing while helping to preserve the history and culture of the area. The Millarville Racing & Agricultural Society (MRAS) is a **not-for-profit**, rural organization whose vision is: *An organization in which all members take pride and ownership in a self-sustaining progressive and dynamic center for the community, that preserves its history, traditions and natural environment to promote rural and agricultural experiences in a welcoming and co-operative manner.*

To administer the MRAS, a Board of Directors is selected from among its several hundred community members. These tireless volunteers see to the planning and administration of events and the maintenance of the Racetrack facility. They work very hard to maintain high standards and community spirit. The Market Manager and staff are employed under their direction and oversee the operations of the Market and its vendors. The Racetrack facility is also used throughout the year to host many community events and private functions. The members and volunteers of the MRAS are very proud of their organization and the support it provides to the many groups who share this beautiful facility.

The Millarville Farmers' Market is now in its thirtieth year of operation. From a modest beginning with five tables, it has grown to be a favourite regional destination.

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Rates For the Millarville Farmers' Market Summer Season 2012

Saturday only Rain or Shine!

9:00 a.m. to 2:00 pm

June 16th through October 6th, 2012 at the Millarville Racetrack

Millarville is an outdoor farmers' market. Although we have a few indoor spaces, we expect that all Vendors who attend our market are prepared to exhibit their products **rain or shine**. By the end of April, you will be notified by e-mail or post, whether or not you have been accepted as a vendor for the summer market season.

Full Time Vendor- 17 markets

Plans to attend all seventeen regular markets (includes Rodeo Saturday, Fair and Thanksgiving)
Sorry, no refunds for holidays or missed markets.

Full time rate = \$680.00 + 5%GST per table/space per season

Electricity- \$85 for 2 plug 15 amp receptacle

Multiply each payment by the number of booth spaces requested.

Agricultural producers will be eligible for a refund if there is a crop failure. All other refunds are at the discretion of the Market Manager.

Part Time Vendor- 5 or more markets

Pre-books table/space for selected dates- These dates must include a minimum of one day of June 16, 23, Sept 8, 15, 22, 29 or Oct 6
Sorry, no refunds for holidays or missed markets.

\$45.00 + 5% GST per table/space per market

Electricity- \$5/ day for 1 plug 15 amp receptacle.

Seasonal Vendor- 4 markets or less or on call vendor

Pre-books table/space for selected dates

Sorry, no refunds for holidays or missed markets.

\$47.00 + 5% GST per table/space per market

Electricity \$5/ day for 1 plug 15 amp receptacle.

All Vendors are eligible to attend August 18th for the annual Priddis & Millarville Fair Market

Full payment in advance by May 30, 2012 for all dates booked and confirmed.

Full payment by May 15 by cash or cheque will be eligible for a 5% discount.

Proof of Liability Insurance is required by all Food Vendors. (see page 1 for exact details)

The Alberta Farmers' Market Association (AFMA) has a vendor group policy in place for its members. To receive an application form for membership in AFMA and forms for vendor group insurance, please contact AFMA at 1-800-403-9724

For information about vendors' liability insurance coverage and costs, please contact the Co-Operators Insurance, Leduc office only
780-986-4450.

Send completed forms to

Millarville Farmers' Market – Box 68, Millarville, AB T0L 1K0
or drop off at the Millarville Race Track Office (drop box outside)
or fax 403-931-3485 or marketmanager@millarvillercetrack.com

Application Deadline: March 1st, 2012

Do not send payment with application forms

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MAKE IT - BAKE IT - GROW IT - SELL IT!

Rules and Guidelines

All Vendors/Applicants of the Millarville Farmers' Market

-An Alberta Approved Farmers' Market-

Guidelines set out by Alberta Food and Rural Development stress that at least 80% of the Market must fall within the mandate of hand made / home produced. At Millarville, we maintain this at over 90% and the exceptions are made for BC fruit and a small number of Vendors, which we consider to have commercial products that draw customers into our marketplace.

Vendorship may be dependent on a variety of factors such as: availability of space in the marketplace, quality and uniqueness of product, product mix, where the Vendor resides, length of participation, the conduct of the Vendor and presentation of product in the marketplace.

Preference for Vendorship may be given:

- a) to Vendors of farm/agricultural products
- b) to Vendors who make, bake or grow and sell their own product
- c) to Vendors whose products are unique or exclusive to Millarville Farmers' Market (i.e. not being sold elsewhere)
- d) to Vendors whose involvement and interest in the Market and whose conduct, presentation and display add colour and interest to the spirit of the Market.

All products to be offered for sale must be listed on the application form and are subject to approval. Vendors may be limited to selling only certain products. New products to be introduced during the season must be pre-approved by the Manager.

The sale of food products is strictly controlled by Alberta Health Services and must be approved for sale by them, before being allowed in the marketplace. Food products are subject to random testing by Health Officials throughout the season. Guidelines and information may be obtained by contacting the Alberta Health Regional Office in either High River (403-652-0104) or Okotoks (403-938-4911).

Food product must be labelled with list of ingredients and vendor contact information. Previously frozen products must be labelled with the original date of freezing.

No raw milk products in accordance with federal law.

The sale of meat products is strictly controlled.

Products that are sold by weight must be weighed on a scale that has been inspected and approved by federal authorities. The inspection sticker, "legal for trade", must be displayed on the scale being used in the marketplace.

No Vendors shall offer "concession" food products intended for immediate consumption.

All baked goods & appropriate food products are to be sold wrapped or packaged in dozens or half-dozens and are not intended to be consumed at the Market. Concession services are the responsibility of, and under the control of the Millarville Racing & Agricultural Society.

Full product guarantees should be offered by Vendors. Vendors must label their products for identification by customers. Vendors' name, telephone number, website and town/city must be displayed on the table and should accompany products being sold. We strongly recommend the use of business cards. It is not necessary or recommended that Vendors display their home address.

Resale of products is not allowed. It is unacceptable to purchase products from other sources and sell them, unaltered in the marketplace. Distributorships, or home-based franchise businesses will not be accepted.

Not-For-Profit Organizations from the Millarville community or in some cases from within the MD of Foothills may be granted space in the Market, free of charge, only twice through the season. Such groups must make application and are subject to approval, availability of space and the rules of the marketplace. The Calgary Health Region Office must also approve food products being sold by these groups.

Previous attendance as a vendor at the Millarville Farmers' Market does not guarantee acceptance for 2012. Fill out the application form completely and accurately. Please indicate how your products or displays have been updated or changed. Product will be juried by a committee before acceptance.

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All Vendors are expected to arrive before 8:30 a.m. on market days and must have their products unloaded and their vehicles out of the marketplace by 8:45am. Vendors arriving after 8:30 a.m. will be charged the \$2 parking fee at the gate and may be asked to return home. Displays and stalls must be open to customers by market opening at 9:00 a.m.

Vehicle use is strictly limited to those whose products that cannot be unloaded and to the availability of space. Vehicle use is at the discretion of the Manger. **Vendors are expected to park in a designated area, leaving the best parking for customers. Vendors who park behind the arena will be asked to move their vehicle immediately and could be towed.**

No Vendors shall pack up their products and displays before 2:00 pm and no vehicles will be allowed into the marketplace before 2:30 p.m. Vendors are expected to be patient and cooperative with regard to loading and unloading of the marketplace.

Stalls not occupied by Market opening (8:30 a.m.) may be re-assigned to other Vendors. Repeated late arrival is unacceptable and will be cause for dismissal from the market.

Vendors who must cancel a pre-booked date are asked to do so in writing/email to the Market Manager. Consistent “no shows” without appropriate notice will be dismissed from the market. **Refunds of fees are not given for cancellation of pre-booked dates / Refunds of fees are not given for vendors dismissed due to tardiness.**

Table displays and signs are subject to approval by the Manager. MRAS will supply one trestle-table (8' X 3') per space. Stall spaces are approximately 10' wide and 10" deep, depending on location of the space. Vendors must supply table covering, skirting and chairs. We encourage Vendors to create an appealing display that is in keeping with the spirit of the market. Placement in the marketplace is at the discretion of the Manager.

Customer and Vendor **safety** in the marketplace is imperative. Displays should be planned with safety in mind. At all times, vendors are responsible for the stability and safety of display elements.

No open flame will be allowed in the marketplace unless there is sufficient and approved protection to satisfy safety regulations.

Food safety is of utmost priority. Vendors can access hot water and the clean up station behind the washroom building not in the main kitchen building or hall.

Smoking at your booth is not acceptable. Smoke in your vehicle or away from main market areas. Consumption of alcohol or illegal substances will not be tolerated.

Vendors' children in the marketplace must be closely supervised. It is unacceptable for them to bother other Vendors while they are conducting business. Children should be schooled in the manners and accepted practices of vendorship and encouraged not to take advantage of samples or handle other Vendors products.

Vendors must be conscious of personal hygiene in the marketplace. A neat, tidy appearance, clean clothes, hair etc. are imperative. Vendors must wash their hands frequently during the market and make sure their breath is fresh. The appearance and cleanliness of each individual is a reflection on the entire Market.

Price fixing in the marketplace is against the law. Sharp pricing and product dumping practices are not allowed. We discourage Vendors from changing product prices during a Market. Vendors must determine the prices of their own products and must not try to influence other Vendors.

The facility is under the direct control of the Market Manager and the Maintenance Manager. The facility is to be left in “as found condition or better” at the end of each Market. Vendors are responsible for picking up all trash in front, under and around their table/space. All display materials, boxes, must be taken home with the Vendor. Failure to leave the facility clean may result in the Vendor permit being revoked. **Vendors must take their garbage to the dumpster- not public garbage cans and flattened cardboard to the recycle dumpster.**

The Market Manager is the Vendors' advocate in the marketplace. Vendors are encouraged to bring concerns and problems directly to the Manager. The Manager has full control of operations and conduct in the marketplace and has the right to expel any person for just cause. Significant incidents will be recorded in writing and all parties involved are required to sign the statement. These statements will be available to the Market Committee for review.

Disputes among Vendors or customers and Vendors must be brought to the Market Manager. Rude behaviour will not be tolerated in the marketplace. Incident report forms may be filed in the market office for any serious action in the marketplace. These reports will be reviewed by the Market Committee and dealt with at their discretion.

The Market Committee consisting of: the MRAS President of the Board of Directors, and elected Vendor representatives, is in place to offer suggestions to the Manager, staff and Vendors. Vendors are encouraged to seek out the Vendor representatives for information and advice.

The right to appeal management decisions is available to all current Vendors. Appeals or complaints must be received in writing by the Market Committee within fourteen (14) days of the decision or incident and will be considered or addressed.

The Millarville Racing and Agricultural Society (MRAS) owns and operates the Millarville Racetrack. This is a non-profit community based organization. Vendor fees go toward operation of the market, staff wages and market promotion. The \$2 parking fee from visitors goes toward part of the expenses of maintenance and upkeep of the facility, sewer, water, electricity, garbage, gravel - in no way is this organization making a profit. We also host many volunteers that help with the market such as working at the gate and at the info booth. We host this market because we believe that supporting agriculture, entrepreneurs and artists is important. The Millarville Farmers' Market is a vital part of our community.

The Millarville Farmers' Market Pledge:

As a Vendor you will:

Be on time.

Attend all of your committed market dates rain or shine.

Follow the market rules.

Pay your invoice or other expenses early or on time

Be respectful of fellow vendors, MRAS staff and visitors

Work for the betterment of the entire market and other vendors.

Take pride in the beauty of your display, the quality of your product and the market as a whole.

As Market Manager I will:

Be early and prepared.

Enforce market rules in a fair and respectful manner.

Answer questions and concerns with honest information.

Assist vendors with improving their displays and sales.

Work diligently to bring customers to the market.

Work for the betterment of the entire market, vendors and the MRAS.

Take pride in the beauty, and visitor experience in our market.

Thank you for your business.





MRAS 2012 Membership

Millarville Racing & Agricultural Society November 1st 2011 to October 31st 2012

Box 68, Millarville, AB T0L 1K0 Phone: 403-931-3411 Fax: 403-931-3485
email: office@millarvilleracetrack.com web: www.millarvilleracetrack.com

Please circle membership purchased

General

Family	\$ 42.00 including GST	(1 vote per household)
Individual	\$ 36.75 including GST	
College Student/Senior Individual	\$ 26.25 including GST	(Valid Student ID/Over 60)

Arena

Family (Up to 5 family members)	\$341.25 including GST	(1 vote per household)
Additional Family Members	\$ 26.25 including GST	
Individual	\$236.25 including GST	

Membership Entitlement:

All members are entitled to reduced rental rates for weddings, receptions & on advertising in our Track Watch publication; voting privileges at MRAS AGM; ability to vote on financial matters as a member of a sub-committee (e.g. Races, Rodeo, Fair or Markets); and **free admission** to MRAS sponsored events and activities including Rodeo, Races, Fair, Farmers' Market, and Christmas Market. This policy will be reviewed annually.

Arena members each receive a general membership card, an arena key-lock card and a saddle tag. In addition, for MRAS insurance purposes, Arena users are required to complete and sign the attached waiver form. Please refer to Arena Membership sheet for usage regulations.

General members receive membership cards.

Volunteer Opportunities for All Members

We are not able to operate without the help of neighbours, members and friends. Please circle the areas where you would prefer to help your organization to stay strong:

Races / Rodeo / Fair / Work Parties / Board Membership / Volunteer Co-ordinator

Please print **member names that will appear on Membership cards**

Last Name: _____ First Name(s): _____ / _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Amount enclosed: \$ _____ Payment Type (please circle): Visa / M/C / Amex / Cash / Debit / Cheque

Card # _____ exp _____

I agree to allow the MRAS to charge my credit card the above stated amount, for 2012 membership dues.

Signature: _____ Date: _____

FOR ARENA MEMBERS ONLY

ARENA USAGE WAIVER

THIS IS AN ASSUMPTION OF RISK AND RELEASE OF LIABILITY. BY BECOMING A PARTICIPANT IN MRAS INDOOR AND OUTDOOR ARENA USAGE, YOU ARE AGREEING TO ASSUME CERTAIN RISKS AND TO RELEASE THE MRAS AND OTHER PARTIES FROM LIABILITY. PLEASE READ THIS PROVISION CAREFULLY.

Participants acknowledge that some horse-based events/activities can be dangerous by their inherent nature and that participation in equine events, training clinics and other activities as a competitor as well as casual riding in all areas of the MRAS grounds (including without limitation, the rodeo arena, indoor arena, competition area, chutes, pens, sand ring, and other areas within the MRAS grounds) exposes the participant to substantial and serious hazards and risks of property damage, personal injury and/or death.

In consideration of being permitted to participate in the event the participant(s), in any capacity, does by such participation agree to assume such hazards and risks and does thereby discharge, waive, and release the MRAS, the MRAS officers & directors, properties, all sponsors, all other Members and Permit holders, any involved Committees and their members, and any other MRAS members involved in the production, organization, conduct, sponsoring and/or execution of the subject activity (and such persons or entities affiliated, related or subsidiary companies and their respective officers, directors, employees and agents) from all claims, demands and liabilities for any and all property damage, personal injury and/or death or other responsibility arising from such involvement, including claims, demands, liabilities and other responsibilities that are known or unknown, foreseen or unforeseen, future or contingent, and whether or not such claims, demands, liabilities, and other responsibilities are occasioned by the negligence of the parties so released by such participants, by the hazards and risks so assumed by such participants, or otherwise. Such participants shall not now, or at any time in the future, directly or indirectly, commence or prosecute any action, suit, or other proceedings against the parties so released arising out of, or related to, the claims, demands, liabilities and other responsibilities so discharged, waived and released by such Member, Participant, or Permit holder. The undertakings and covenants of the foregoing provisions shall be binding upon each participant, his or her spouse, heirs, legal representatives, successors, and assigns.

Participants acknowledge that they are and remain fully responsible for obtaining and maintaining proper and adequate medical and dental coverage and/or insurance and further that MRAS does not carry or have any responsibility to provide any person such coverage or insurance.

I acknowledge that I have read and agree to this assumption of risk and release and indemnity.

Name (printed please) Signature Date

Name (printed please) Signature/ Signature of Guardian for Participants under the age of 18 yrs Date

Name (printed please) Signature/ Signature of Guardian for Participants under the age of 18 yrs Date

Name (printed please) Signature/ Signature of Guardian for Participants under the age of 18 yrs Date

Millarville Farmers' Market

Saturdays 9:00 am 2:00 pm June 16- October 6, 2012

Summer Vendor Application & Contract



Please Print Clearly

Business Name _____

Vendor's Name (if partners, list all) _____

Mailing Address _____

City/Town _____ Postal Code _____

Home Phone _____ Day Phone/Cellular _____ E-mail _____

Website _____

Full Time Vendors ONLY

- ✓ Fee is \$680.00 + 5% GST per table/space for season (17 markets) Season charge for electricity if required \$85
- ✓ **No refunds for missed dates.**
- ✓ Vehicle use is strictly limited to produce products and to those products that cannot be unloaded
- ✓ Requests for multiple tables are considered, but not necessarily granted
- ✓ Full (itemized) product description is required on reverse of this form.

Products (check all that apply): Vegetables Fruit/Berries Processed Food Fresh Food Flowers
 Wood Crafts Fibre/Sewing Crafts Fine Art Jewellery Other Crafts _____

Number of spaces or tables requested at each market _____ Reason for multiple tables _____

Vehicle/trailer required during market? Yes No If yes, type & length _____

Preferred location or special needs? _____

If we are unable to place you full time, are you interested in attending as a part time vendor? Yes No

Seasonal or Part Time Vendors ONLY

No refund for missed dates.

- ✓ Vehicle use is strictly limited to produce products and to those products that cannot be unloaded
- ✓ Request for multiple spaces are considered but not necessarily granted
- ✓ Full (itemized) product description is required.

Products (check all that apply): Vegetables Fruit/Berries Processed Food Fresh/Frozen Food Flowers
 Wood Crafts Fibre/Sewing Crafts Fine Art Jewellery Other Crafts _____

Number of spaces or tables requested at each market _____ Reason for multiple tables _____

Vehicle/trailer required during market? Yes No If yes, type & length _____

Preferred location or special needs? _____

Please check the dates you are applying to attend the Market. **Keep a record of the dates you have chosen. You must choose one date that is coded green**

June 16	<input checked="" type="checkbox"/>	July 7	<input type="checkbox"/>	August 4 Rodeo	<input type="checkbox"/>	September 1	<input type="checkbox"/>	September 29	<input checked="" type="checkbox"/>
June 23	<input checked="" type="checkbox"/>	July 14	<input type="checkbox"/>	August 11	<input type="checkbox"/>	September 8	<input checked="" type="checkbox"/>	October 6	<input checked="" type="checkbox"/>
June 30	<input type="checkbox"/>	July 21	<input type="checkbox"/>	August 18 Fair	<input type="checkbox"/>	September 15	<input checked="" type="checkbox"/>		
		July 28	<input type="checkbox"/>	August 25	<input type="checkbox"/>	September 22	<input checked="" type="checkbox"/>	Note: August 18- 9am-4pm	

On Call Vendor – indicate your interest in being called on Thursday or Friday to fill a cancellation. Payment due by 9:00am Saturday.
 _____yes _____no

Do not send payment with application form!!!



Product Description

- List below or attach another sheet describing all the items you intend to sell at the Market. Include seasonal or related items and give a detailed description of the products that will be on your table. Products not listed on the form will not be allowed at the Market.
- ***DO NOT PUT "same as last year". Please ensure that it is clearly printed.***
- Vendors of arts & crafts items new to the marketplace must submit photos that represent the main items of their product line
- Samples of products will be requested if required. There may also be a site visit.
- Photos and samples will not be returned.

PLEASE PRINT CLEARLY:

Have you been a Vendor at MFM in the past? Full Time ____ yrs. Part Time ____ yrs. New Vendor

Do you make, bake or grow your own product? Yes No Please explain where, how it is made and with what help.

Will you be selling the product yourself? Yes No If no, who will represent you? Please explain.

Do you operate a retail outlet? Yes No Name & location _____

Where is your product available? List all other markets, shows, consignment, retail, wholesale etc.

Fee calculator:

Full Time	# of spaces	\$680 x _____ spaces =
Full Time electricity	\$85 / 1plug 15 amp receptacle	\$ 85 x# plugs _____ =
Part time # of days _____	# of spaces _____	\$ 45 x # days x # spaces = _____
Seasonal # of days	# of spaces _____	\$48 x # day x # spaces= _____
Part-time & Seasonal Electrical	\$5/ day for 1 plug 15 amp receptacle	\$ 5 x # plugs x # days _____ =
All vendors	Website link	\$20.00
Electrical use may be limited and you may be required to supply your own generator.		Subtotal
		Gst x 5%
		Total



Liability Insurance Requirement: All Food Vendors- please attach

Proof of liability insurance with the MRAS added as an Additional Insured. The wording on your certificate should read as follows: "It is hereby understood and agreed that the Millarville Racing and Agricultural Society is added as an Additional Insured, but only with respect to liability arising out of the operations of the Named Insured". (Your insurance company will know about this)

LIABILITY WAIVER (All Vendors)

In consideration of being allowed to use the facilities of the Millarville Racing & Ag. Society (MRAS) and the Millarville Farmers' Market, we the undersigned hereby agree as follows:

1. To Waive any and all claims that we, **Name (all market vendor participants)** _____
Business (operating) Name _____ may have or may have in the future against the MRAS and the Millarville Farmers' Market, its directors and officers, employees, agents/contractors, representatives, volunteers.
2. To release MRAS and the Millarville Farmers' Market from any and all liability for any loss, damage, injury or expense that occurs out of the use of any of the facilities of the MRAS and the Millarville Farmers' Market, by the above named Vendor, their family, their employees or volunteer participants.
3. To hold harmless and indemnify MRAS and the Millarville Farmers' Market from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs on a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held in the facilities of the MRAS throughout 2012.

We, the undersigned hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

Participant Signature(s) _____ Date _____

I would be interested in being included in the following events: (please check appropriate boxes, more information to follow)

- New Vendor Orientation- May**
- Vendor Workshop – Date and time TBA- Using Social Media to Market Your Business**
- Advertising rates and specs for the Millarville Racetrack Summer Magazine**
- Run to the Millarville Farmers' Market Half Marathon- sponsorship/coupon/discount to entrants**
- Canada Day- Millarville Races Marketplace: Sunday July 1, 2011- 10am-4pm \$50.00/table**
- Millarville Rodeo Sunday Farmers' Market
Sunday 12-4 pm- \$25/table**



Local Food and Farm Mentorship:

The MRAS is interested in further supporting local food, farms and beginning farmers. We will be providing space and mentorship for developing marketing channels such as Community Supported Agriculture, home delivery, and opportunities at the Millarville Farmers' Market. Please provide contact information for any farm or local food grower who is beginning to direct market their product or is interested in how to start. (You can list yourself)



Freedom of Information Protection

As a vendor, I give permission for business information (my name, telephone number and e-mail contact) to be used for product referrals and in vendor information directories on the MRAS website and by the Millarville Farmers' Market. Information and mailing lists will be protected by the MRAS but may be used to inform vendors of other MRAS shows and events of interest. Please indicate below how you would like information shared about your business. This section must be signed for you to be included in materials published by the Millarville Farmers' market and on our website www.millarvilleracetrack.com

Personal name _____ Signature of Vendor _____
Business Name _____ Contact Telephone _____
Product description (25 characters or less) _____
Website address _____ E-mail _____

Accuracy

By my signature below, I declare the information on this form to be complete and accurate and I agree to pay the rates as set out and to abide by the rules and Market policies. I understand that not all applicants are granted space in the Millarville Farmers' Market and that it is the right and responsibility of the Millarville Racing & Agricultural Society to decide who may vend products and the allocation of space in the market.

Signature of applicant(s):

_____ Date _____

Payment Options

1. Full payment received by May 15, 2012 by cash or cheque will be eligible for a 5% discount.

2. Card # _____ Exp: _____

I authorize MRAS Farmers' Market to take payments from the above credit card for the payments as per this contract on May 30, 2012 Mastercard or Visa only.

Signature _____ Date: _____

3. Cash or cheque at the MRAS office on or before May 30, 2012.

Send completed form to:
Millarville Farmers' Market - Box 68 Millarville, AB T0L 1K0
or, drop box outside the office at the Racetrack
or, marketmanager@millarvilleracetrack.com
or fax 403-931-3485

Deadline for applications is March 1st, 2012
Do not send payment with application!

Millarville Christmas Market

November 9th, 10th & 11th, 2012

Friday, 10 a.m. to 8 p.m. – Saturday & Sunday 10 a.m. to 5 p.m.

Vendor check-in and set up is Thursday Nov 9 until 8pm.



Criteria for selection of vendors for Millarville Christmas Market;

- Priority for market acceptance is given to applicants who are also summer vendors in good standing.
- Priority is then given to Alberta vendors who make it, bake it, grow it. Included in this is invented/designed Alberta manufactured products or self-published books.
- Consideration is then given to products that are: fair trade products designed in Alberta and produced elsewhere or product from other parts of Canada. **Acceptance will be on the basis there is no direct competition** with Alberta made product.
- Home-based franchise businesses or re-sale businesses are **not** eligible for attendance.
- Market mix is the responsibility of the Market Manager and previous attendance at the Millarville Summer or Christmas market is **not** a guarantee of future attendance.
- Placement within the market is at the discretion of the Market Manager with the best interests of all vendors and the whole market presentation and mix. Requests for specific areas are taken into consideration.
- You will be notified, by mail/email in September, at the latest, whether or not you have been accepted as a vendor. If you are on the waiting list please be patient, spaces do come open.
- Clarification of vendor categories- If you did not attend the summer market you are considered seasonal.
- As a first time vendor your best chance of being accepted is to be willing to go outside.
- By applying to attend the Millarville Christmas market you are applying to attend all three days. Please indicate if you will not be attending on Sunday.
- **At time of acceptance you will also receive an accurate invoice.**

The Millarville Christmas Market Pledge:

As a Vendor you will:

Be on time.

Follow the market rules.

Pay your invoice or other expenses early or on time

Be respectful of fellow vendors, MRAS staff and visitors

Work for the betterment of the entire market and other vendors.

Take pride in the beauty of your display, the quality of your product and the market as a whole.

As Market Manager I will:

Be early and prepared.

Enforce market rules in a fair and respectful manner.

Answer questions and concerns with honest information.

Assist vendors with improving their displays and sales.

Work diligently to bring customers to the market.

Work for the betterment of the entire market, vendors and the MRAS.

Take pride in the beauty, and visitor experience in our market.

Thank you for your business.

Millarville Christmas Market Application



Checklist;

- Completed application form pages 1-3
- All vendors – signed waiver
- Food Vendors: Proof of liability insurance with the MRAS added as an Additional Insured. The wording on your certificate should read as follows: “It is hereby understood and agreed that the Millarville Racing and Agricultural Society is added as an Additional Insured, but only with respect to liability arising out of the operations of the Named Insured”. (Your insurance company will know about this)
- Keep a photocopy of your application forms for your records.
- Photos of product- for jurying committee
- Two digital photos of vendor and product for promo purposes. (include a disc or email to: marketmanager@millarvilleracetrack.com)

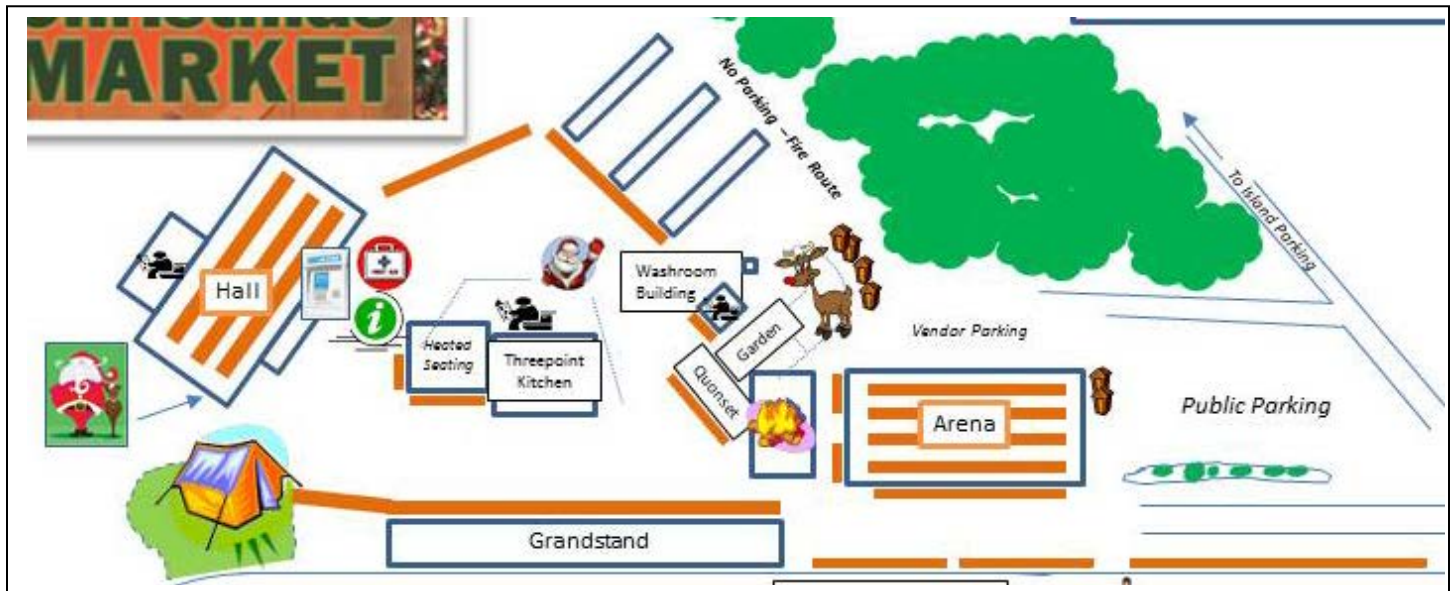
Christmas Market Areas:

Indoor:

- Arena
- Quonset
- Hall
- Heated Tent

Outdoor

Under the grandstand



Clarification of pricing categories, (next page) is for your information only – we will invoice you the correct amount.

Full time- attended 17 summer markets

Part-time- attended 5-16 summer markets

Seasonal- attended 0-4 summer markets

Seasonal- plan to attend only the Christmas Market

If you are not sure- don't worry we will figure it out.

-Keep this page-



Vendor Application & Contract

Please Print Clearly

Business Name _____

Vendor Name (if partners, list all) _____

Mailing Address _____

City/Town _____ Postal Code _____

Home Phone _____ Daytime Phone/Cellular _____ E-mail _____

Website: _____

FEEES FOR MILLARVILLE CHRISTMAS MARKET 2012

Fees are per space. Please indicate your first and second choice of space.

CHOICE	SPACE	FULL TIME = 17 summer markets	PART TIME = 5-16 summer markets	SEASONAL =0- 5 summer markets	TOTAL COST
	Single 8' x 6' (48 sq ft)	\$325.00 + 5% GST	\$380.00 + 5% GST	\$510.00 + 5% GST	
	Double 16' x 6' (96 sq ft)	\$625.00 + 5% GST	\$700.00 + 5% GST	\$825.00 + 5% GST	
	Row End 12' x 8' (96 sq ft)	\$680.00 + 5% GST	\$800.00 + 5% GST	\$900.00 + 5% GST	
	End Wall 16' x 10' (160 sq ft)	\$900.00 + 5% GST	\$1000.00 + 5% GST	\$1200.00 + 5% GST	
	Outdoor (10' x 10')	\$200.00 + 5% GST	\$250.00 + 5% GST	\$300.00 + 5% GST	
	Outdoor under grandstand (15' x10')	\$225.00 + 5% GST	\$275.00 + 5% GST	\$325.00 + 5% GST	
	Outdoor (20'x10')	\$300.00 + 5% GST	\$350.00 + 5% GST	\$400.00 + 5% GST	
	Outdoor (20' x 20')	\$400.00 + 5% GST	\$500.00 + 5% GST	\$600.00 + 5% GST	

Number of spaces requested _____ Preferred location _____ Outdoor space preferred

If we are unable to place you indoors, are you interested in outdoor space as an alternative? Yes No

Do you require a table for your display? Yes No 6' table 8' table

MRAS Website link to your website: Yes No Cost: \$20 + GST

Power requested, if available Yes No

Electrical Requirements:

Cost / 1 outlet of a 15 amp receptacle (lights only) = \$25 Cost/ 1 x15 amp receptacle (2 outlets) = \$ 50

Please list all of your appliances/lights that require electricity:

Appliance	# Amps	Cost
		Amount B Total X %5 gst

The Millarville Racing and Agricultural Society may limit the number of outlets and amperage used. You may be required to provide your own generator.

Do not send payment with application!

Early payment cash or chq from invoice date until Sept 15, 2012 will be eligible for a 5% discount. Payment in full, from those accepted will be due by October 1, 2012.

If not received by October 1, 2012 application will be denied and table sold.



Product Description:

Please indicate below all the items you intend to sell at the Christmas Market, including **specialty items for Christmas** & regular product lines. Products not listed on the form will not be allowed at the Market. **DO NOT PUT "same as last year".** New Vendors or Vendors of new products must submit photos with this application. Photos will not be returned. Please submit photos separately from summer market application. Attach a separate sheet if needed.

Have you been a Vendor at the Millarville Christmas Market in the past? Yes No # of _____ years New Vendor

Do you make your own product? Please explain where & how this is done, with what help etc.

Will you be selling the product yourself? Yes No If not, who will represent you? _____

Do you operate a retail outlet? Yes No Name & location: _____

Where is your product available? Please list other markets, shows, retail, wholesale, consignment etc.

Please explain how your Christmas product will be displayed. (i.e. how will the display differ from the summer market etc?)

Liability Insurance Requirement:

Food Vendors: Proof of liability insurance with the MRAS added as an Additional Insured. The wording on your certificate should read as follows: "It is hereby understood and agreed that the Millarville Racing and Agricultural Society is added as an Additional Insured, but only with respect to liability arising out of the operations of the Named Insured". (Your insurance company will know about this)

LIABILITY WAIVER (All Vendors)

In consideration of being allowed to use the facilities of the Millarville Racing & Ag. Society (MRAS) and the Millarville Farmers' Market, we the undersigned hereby agree as follows:

4. To Waive any and all claims that we, **Name (all market vendor participants)** _____
Business (operating) Name _____ may have or may have in the future against the MRAS and the Millarville Farmers' Market, its directors and officers, employees, agents/contractors, representatives, volunteers.
5. To release MRAS and the Millarville Farmers' Market from any and all liability for any loss, damage, injury or expense that occurs out of the use of any of the facilities of the MRAS and the Millarville Farmers' Market, by the above named Vendor, their family, their employees or volunteer participants.
6. To hold harmless and indemnify MRAS and the Millarville Farmers' Market from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs on a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held in the facilities of the MRAS throughout 2012.

We, the undersigned hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

Participant Signature(s) _____ **Date** _____



Freedom of Information Protection

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Signature _____ Date: _____

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