



Local Food Sales Application & Vendor Information

VENDOR INFORMATION

Types of Vendors

The City of Calgary is currently accepting applications from vendors of Farm Fresh local produce. We select a diverse group of vendors and take into account all products available at the markets. For a list of acceptable and unacceptable foods please read the Alberta Health Services (AHS) [Guidelines for Public Market Managers and Vendors](#).

This program supports local “producers” whenever possible. This program is committed to supporting our vendor community, preference will be given to local farmers. We reserve the right to request additional information from vendors during the course of the market season, including but not limited to information on supplies and suppliers, updated farm plans and planting information, or other information deemed important.

Locations

Weekly farm stands will be available in the types of facilities listed below:

- LRT stations
- Community Association Halls
- Parks
- Recreation Facilities

Please inquire for specific facility locations.

Dates and Hours

This program runs from May to October. The dates and hours of operation can be flexible to meet the needs of the farm stand operator and facility but must be consistent week to week.

Set Up and Take Down

Vendors are provided with a map indicating a 10' x 10' market space location. A site walk will be conducted with vendors prior to their first market date.

Vendors are responsible for bringing a tent, tables, décor or display materials. Vendors are responsible for all signage and for merchandising their own products.

Vendors are responsible for loading in on their market day a half an hour prior to the start of the market and departing a half an hour after the market closes.

All signage must be secured to a permanent structure and must be placed so that it does not impede pedestrian traffic.

Nothing can be kept on-site, and all garbage must be removed by the vendor at the end of each market day.

Power

Electrical power is not provided. If you require electrical power please contact us to discuss potential solutions.



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APPLICATION FORM:

Name of farm: _____

Website: _____

Primary contact name: _____

Address: _____

Phone number: _____

Email address: _____

Names of farm stand operators and phone numbers:

Preferred facility type or location(s):

Preferred day/time of operation:

Description of farm products to be sold:



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Letter of Permission and Supplemental Material Required On-site by all Operators:

Approved vendors selling edible products must provide proof of the following:

1. Authorized Letter of Permission from The City of Calgary
2. General and product liability insurance
3. Comply with all requirements set forth by Alberta Health Services and obtain any and all food handling permits if required.

Application checklist

- Application form
- General and product liability insurance
- Alberta Health Services food handling permits, if required
- Read and understand Vendor Information
- Read and understand COVID-19 recommendations from Alberta Health Services

Failure to comply with AHS food handling guidelines will result in the cancellation of the Authorized Letter of Permission from The City of Calgary.

- I have read and understood the requirements to operate a Farm Stand on City of Calgary property.

Please email your completed application and supplemental materials to kristi.peters@calgary.ca



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COVID-19 (Coronavirus): Prevent the spread of illness

You and your employees can help prevent the spread of viruses, including coronavirus and other infectious illnesses, with a few simple hygiene habits:

- **Maintain physical distance from others:** Limit your contact with others. Maintain at least 2 metres (the length of a bicycle) from others.
- **Wear a cloth face covering:** Wear a cloth face covering in public settings where physical distancing measures are difficult to maintain. There are multiple types of face coverings that can be used, depending on the situation.
- **Wash your hands frequently:** This is the single most effective way of preventing the spread of disease. Use hand sanitizer when you can't wash your hands with soap and warm water. The City provides multiple hand sanitizing stations in our facilities for the public and employees.
- **Catch your germs:** Cover your mouth and nose when you cough or sneeze by using the inside of your elbow or your shoulder.

The Alberta Health Services (AHS) Hand Hygiene education webpage has more information, posters and videos about hand hygiene.

Glove use alone is not a substitute for hand hygiene. Hands should be cleaned before and after using gloves.

For more information about how Farmers Markets and businesses can prevent the spread of COVID-19 please review the following AHS documents:

<https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-farmers-markets-and-public-markets.pdf>

<https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf>