



**Mailing Address: PO Box 22176  
Grande Prairie, AB  
T8V 6X1**

**Tel: (780) 814-8224**

**Fax: (780) 814-8254**

**Email: [info@gpfarmersmarket.ca](mailto:info@gpfarmersmarket.ca)**

Dear potential vendor,

Here is some information about becoming a vendor at the Grande Prairie Farmers' Market. We hope you will find it useful, if you have any more questions or concerns please contact Jayne at the market Wednesdays 10 – 3, Fridays 2 – 8 or Saturdays 10 – 3.

### **Becoming a Vendor**

- Potential vendors must complete an application form and provide samples or pictures of their products for the vendor selection committee. Samples are preferred, particularly if you are applying to sell food.
- The vendor selection committee meets EVERY Friday at 7pm. Applications and samples must be turned in at least the weekend before you wish to start attending market.
- Please indicate on your application form if you are applying to become a temporary or permanent vendor. Note: you can switch from a temporary member to a permanent vendor and vice-a-versa depending on space availability and current market mix. Most vendors begin as a temporary to test the market and switch to permanent if things go well.
- Please indicate if you are applying to sell home made, baked or grown products. Or do you have a commercial product which is anything you have purchased for re-sale.
- Hours of operation. Friday 4 – 8, Saturday 10 – 3, Summer Wednesdays 4 – 8 (2<sup>nd</sup> week of July until 2<sup>nd</sup> week of September). Vendors are expected to have their booth set up and ready to open ½ hour before market opens.
- The Grande Prairie Farmers' Market is a non-profit society and a government approved Farmers' Market. This means 80% of our products must be made, baked or grown by the seller. Only 20% of our products can be commercial products. Which means accepting new permanent commercial vendors is rare. However please do apply, especially if you are interested in becoming a temporary vendor.

### **FOOD VENDORS**

- All hazardous foods must be approved by Alberta Health Services before you can be accepted as a vendor. We can provide a brochure which defines hazardous foods and the appropriate forms for you to take to AHS.

	<b>TEMPORARY VENDORS</b>	<b>PERMANENT VENDORS</b>
<b>Expected Attendance</b>	<b>At least every 60 days.</b> After 60 days a new application must be submitted. Please book a spot at least 1 week before you would like to attend Market.	Every Friday and Saturday throughout the year. Plus Wednesdays in the summer. You may have an employee at your booth but your business must be open. We close some holidays. We make exceptions for emergencies etc. but you must notify the manager.
<b>Rental Rate</b>  Occasional vendors are the same as temporary vendors, however the rate is \$36.75 per day. Occasional vendors get a 6' table and all products must fit on or under the table.	\$73.50 per weekend. To be paid before you attend or before set-up on the day you attend. The rate is the same if you choose to come on Saturday only. Summer Wednesdays are free if you attend the weekend before that Wednesday. \$73.50 gets you space, a 4', 6' or 8' table, your choice & 2 chairs.	\$3.50/square foot to be paid on the first market of the month. After 25 consecutive markets you become a GPFM member. Members pay \$3.20/sq ft for a corner booth and \$3/sq ft for a standard booth. Our largest booth is 97 sq ft, our smallest booth is 40 sq ft. The average booth is about 68 sq ft.
<b>Discounts</b>	NONE	GPFM members in good standing get: \$60 off their Christmas show booth and 50% off a second outdoor booth if they wish to have one in the summer.
<b>Location in market</b>	We do our best to accommodate temporary vendors depending on availability of space. Permanent vendors have priority.	Permanent vendors choose their space and stay there until they request to move or leave the market.
<b>Set-up &amp; Product Storage</b>	Temporary vendors may leave their booth set-up with décor and products <b>only</b> if they have booked that space for the next market.	Permanent vendors may leave their booth set-up with décor and products for as long as they attend market regularly and are members in good standing.
<b>Board of Directors</b>	<b>X</b>	GPFM members (after 25 consecutive markets) get one vote per business at the AGM and are eligible to run for the board of directors after 2 years.