

2024 Spruce Grove City Centre Market Vendor Rules & Regulations

Please read carefully.

Vendors must accept and fully cooperate with the following rules and regulations of the Spruce Grove City Centre Market. Failure to comply with these rules may result in the forfeiture of your participation in the City Centre Market.

1. The Spruce Grove City Centre Market is an all-weather market. Vendors are required to operate in a variety of weather conditions including rain, snow, or shine. In the event of extreme weather (ex: severe lightning, tornado, etc.) vendors will be notified and emergency procedures will be activated.
2. For vendors selling any type of food products. (If you do not sell food, go to #3.) Vendors selling food must meet all Food Safety guidelines as outlined by Alberta Health Services. Please contact AHS at 780-342-1380 or www.albertahealthservices.ca for more information.

Food Vendors are required to have:

- a. Approved food vendors must submit a valid Food Handling Permit and complete and submit an Alberta Health Services Special Event Vendor Notification Form. Applications will be reviewed and approved by an Alberta Health Services Environmental Health Officer.
 - b. All food vendor tents must be constructed of flame-resistant material in compliance the Spruce Grove Fire Services Special Event Requirement Guidelines. Tents must be constructed of flame-retardant material that meets recognized standard; CAN/ULC-S109.No recreational utility tarps are allowed. Every vendor's set up is subject to official inspection by the Spruce Grove Fire Department. Vendors who do not immediately fix any issues or concerns noted during the fire inspection will be shut down and no refunds on vendor fees will be issued.
 - c. Food Vendor booths/mobile units must be equipped with proper safety equipment including: a first-aid kit, fire extinguisher, and other items listed in the Alberta Health Services Temporary Food Establishments Vendor Package and the Spruce Grove Fire Services Special Event Requirement Guidelines.
 - d. The Spruce Grove City Centre Markets require all food vendors to carry Commercial Liability Insurance (\$2,000,000 minimum). The Spruce Grove City Centre Business Association MUST be listed as "additional insured" on the policy. Proof of insurance is required upon application acceptance.
3. In the event of an emergency or last-minute cancellation please email the City Centre Market Coordinator directly. If 72 hours' notice of cancellation is not given, including if a vendor no-shows on event day, a \$25 cancellation/missed fee will be charged, and future participation in the Spruce Grove City Centre Markets will be suspended until that fee is paid in full. When a suspension is issued, no refunds will be given for the future markets that have already been paid for.
 4. This cancellation fee of \$25.00 also applies to BIA members. BIA Members will be held to the same standard as regular vendors. If the \$25.00 cancellation fee is not paid, all future market dates will be suspended for them until that payment is made in full.
 5. Applications:
 - a. All vendor fees must be paid within 48 hours of receipt of invoice. Failure to do so will result in loss of booking.
 - b. NSF cheques are subject to a processing fee of \$50.
 - c. No refunds or exchange of dates will be given for cancellations.
 - d. All stall payments are non- refundable.
 - e. Vendors are NOT permitted to loan, sublease or give away the stall(s).

For more information please contact the Spruce Grove City Centre Business Association:

email: info@sprucegrovecitycentre.org

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6. As smoking and animals are strictly prohibited in establishments where food is prepared, stored or offered for sale, neither are permitted in the City Centre Market. (This does not apply to service and/or guide dogs).
7. All stalls are defined as 10 ft. x 10 ft. Tents and shall NOT be attached to another tent.
 - a. Vendors are required to provide their own 10x10 tent, tent weights and all items required to showcase their products. The CCBA will not be lending out tents/tables during the 2024 market season. Only 10x10 tents are permitted at the event.
 - b. No product, signs or stands shall be displayed outside of this area.
 - c. Tents must be flush against the curb and/or in their specified area.
 - d. Vendors are responsible for bringing weights to anchor their tent at the markets. A minimum of 25 lbs. per tent leg is required. ALL tents MUST be weighed down during the market. The CCBA will not be lending out tent weights during the 2024 market season.
 - e. All tent tops MUST BE constructed of flame-resistant material (CAN/ULC-S109), in compliance with the *Spruce Grove Fire Services Special Event Requirement Guidelines*.
 - f. Vendors are responsible for any damage they cause at or around their stall (ex: city or other vendor's property, damaged trees, grass, etc.). The Spruce Grove City Centre Business Association will fine all vendors responsible for any damages and/or replacement costs incurred.
8. Vendors are not permitted to set up before the barricades are erected the day of the event. Vendors must be completely disassembled and off the site before the barricades are removed after the event concludes. Details regarding set up and tear down will be sent out to vendors in the week leading up to each event.
9. Sold out vendors must display a "sold out" sign on their table and remain completely set up and present at their booth until the event concludes. Vendors are not permitted to leave early.
10. Public safety is the responsibility of everyone in the market. We have a zero-tolerance policy for anyone who does not follow these regulations.
11. Parking is limited. Vendors must park off-site.
12. Vendors are responsible for the clean-up of their stall and for removing and taking away their own garbage. Garbage cans provided in the City Centre Market are for customer use only. The use of city or other businesses' garbage bins is strictly prohibited. V
13. Generators (other than food truck generators) are not permitted to be used at the event.
14. **Failure** to comply with market rules and regulations may result in the following (not necessarily in this order):
 - 1) A written warning
 - 2) A \$50.00 charge
 - 3) Cancellation of stall and removal from the Spruce Grove City Centre Market

No refund will be provided for loss of stall(s).
15. The City Centre Market Coordinator reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary.