



French Quarter Winter Market – Marché d'hiver Vendor Application Form 2021

La Cité francophone
Office 110
8627 Rue Marie-Anne Gaboury (91st)
Edmonton, AB T6C 3N1
Ph: 780-463-1144
Email: mqf-fqm@lacitefranco.ca

Dear vendors,

La Cité francophone is pleased to offer our Winter Market - Marché d'hiver - from **5 – 9 pm on December 10th, 2021**, outdoors on the patio if appropriate for your business or in our banquet halls. This will assist us with social distancing which will make for a comfortable and enjoyable evening. The outdoor patio will feature French Canadian music, dance, fireplaces and a truly remarkable winter setting.

Rates for the market are: \$30 per table, \$12.50 /additional table.

Please fill in the application form and submit payment by November 25th, 2021.

Spaces are limited in the banquet halls so please register as soon as you can. We are following all AHS guidelines and protocols to ensure the safety of vendors, participants, and staff.

Note: Returning vendors will be given priority regarding location-placement.

Please note: The Market may be cancelled on very short notice due to the Covid-19 situation.

La Cité francophone French Quarter Winter Market highlights the beauty of this location that is enjoyable and accessible to all. Ample free parking is available and full wheelchair/stroller access is provided.

La Cité francophone is pleased to share our unique culture with all Edmontonians through our unique French Quarter Winter Market.

We are looking forward to having you join us!

Contact: Allen Jacobson
Tel: (780) 463-1144 extension 27
Email: mqf-fqm@lacitefranco.ca



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Market information

The following rules are expected to be followed by all vendors participating at the French Quarter Market. *La Cité francophone* and the market manager reserve the right to enforce these rules and inspect vendor's sites as deemed necessary.

1. No resale of manufactured goods is allowed without approval.
2. Only items or categories of items approved through your application are to be sold at your table.
3. Vendors are responsible for their own tents and coverings, must be prepared for inclement weather, and are expected to keep a tidy and orderly stall free of any visible garbage.
4. Vendors are expected to arrive to the market no later than 45 minutes before the start time and are expected to stay until the closing time even if sold out of product.
5. Vendors must communicate any cancellations or changes in dates requested, changes in table space needed, and/or the addition of products that were not described in your application to the Market Manager by 4 PM the Tuesday prior to the market date.
6. Refunds for missed dates will not be provided unless notification and confirmation of cancelled dates are communicated either in person, by phone, or email, in due time as stipulated by rule #5.
7. The right to charge a \$30 contract cancellation fee is held by *La Cité francophone* if a vendor decides to cancel his subscription to the market. (Dependant on the vendor's history and standing with the FQ Market).
8. A \$30 processing fee will be charged for any NSF cheques. Any outstanding fees (in arrears) must be paid before any further cheques are to be processed.
9. Vendors do not have the approval to sublease or rent the stalls assigned to them.
10. Table sharing is not allowed between vendors.
11. Stall placement assignments will be decided by the market manager and vendor preferences will be considered when determining these placements. **Stalls are 10'x6' in dimension.**



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Food Safety Requirements

1. All businesses participating in the market must comply with the Alberta Food Regulation as enforced by Alberta Health Services.
2. Vendors wishing to sample their products must follow sampling standard operating procedures as determined by Alberta Health Services:
<http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-farmers-market-information-package.pdf>
3. Vendors must follow Canadian Food Inspection Agency guidelines to packaging, labeling, and storing the goods that they offer at the FQ Market as listed in their Guide to Food Labelling and Advertising: www.inspection.gc.ca/english/fssa/labeti/guide/ch2e.shtml
4. Food vendors must, as stipulated by Alberta Agriculture and Rural Development, complete the Farmers' Market Home Study Course found at:
<http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-home-study-farmers-market.pdf>
and must provide a copy of their Food Safety Certification to the FQ Market manager once acquired.
5. A food handling permit is to be displayed on site and provided to the FQ Market manager if applicable to your business.

Any questions or concerns regarding rules and standards may be discussed with the market manager or may be forwarded to mqf-fqm@lacitefranco.ca

Please **Sign and date** the following statement before proceeding with your application.

Yes, I personally certify that I, the market applicant, have read and understood all the rules and food safety requirements of this application form.

Name: _____

Signature: _____ Date: _____



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How to apply

Please provide all the information requested and answer all applicable questions in this document.
Please return the completed document to: mqf-fqm@lacitefranco.ca . You may also return this document by fax, by mail, or by delivery to La Cité francophone at the street address indicated.

Vendor Information

Business Name: _____

Owner(s): _____

Address: _____

City: _____ PC: _____

Phone: _____

Email: _____

Website: _____

Twitter: _____

Facebook: _____

Product Description

Please list your products and briefly state your involvement in producing them along with what makes them unique. Please feel free to attach an additional page to this document if the provided space is insufficient.



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Please indicate "Yes" or "No" to the following statements if applicable to your business.

Producers: My business has produced all the products that we offer. Yes ___ No ___

Meat Vendors: I am the primary producer of the meat in my products. Yes ___ No ___ N/A ___

BC Fruit Vendors: I am in compliance with the CFIA requirements. Yes ___ No ___ N/A ___

Liquor/Craft Beer Vendors: I have a Class E license issued by the AGLC. Yes ___ No ___ N/A ___

Please sign and date the following statement before proceeding with your application.

Yes, I personally certify that the information provided on this document is true.

Name: _____

Signature: _____ Date: _____

All tables (6 ft) are provided by La Cité francophone. Notification of cancellation 48 hours (e.g. 2 days) prior to market day will be refunded as stipulated by rules #5 and #6

Every subscription includes the marketing of your business on social media and La Cité francophone's website (vendors list), linked to your own social media and website.

Payment methods

By Cash, on market day;

By cheque: Please Make cheque payable to '**Centre Communautaire d'Edmonton**' and include the invoice number on the payment;

By E-Transfer: Please send e-transfer to '**d.cournoyer@lacitefranco.ca**' and add vendor name in memo.



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Liability Waiver

Please indicate your business name, include the names of all participating vendors, and sign the following liability waiver.

Business name: _____

Individual vendors:

We, the undersigned, the family, employees, and volunteers with the business indicated above; release *La Cité francophone* from any liability for loss, damage, injury, or expense that occurs out of any use of any of the facilities of *La Cité francophone* and *le Centre Communautaire d'Edmonton*.

We indemnify *La Cité francophone*, its board of directors, and the French Quarter Market from any and all liability for any personal damage, personal injury, financial loss or expense to any third party including legal expenses and costs of a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held at *La Cité francophone*.

We, the undersigned, acknowledge that we have read and understand this liability waiver.

Owner's Name (printed)	Witness's Name (printed)
Owner's Signature on behalf of all vendors indicated	Witness's Signature
Date:	Date:

Please keep a copy of the market rules and safety requirements and sign and return all the pages in this application once completed to the address found in the header of the document.



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Communication documents

If you wish to include your business on our website, please send us:

1. Your logo in HD
2. The link to your website
3. Any relevant graphic document (such as pictures) that you would like to include.

Model Release Agreement waiver

I, _____, understand that any pictures taken during the French Quarter Winter Market may be used as part of the communication plan of *La Cité francophone*, including but not limited to, in any publication, broadcast, posting on the Internet (Web), advertising or display.

I agree not to receive compensation or other payment of any kind, including, but not limited to, any royalties for the use of such material and I agree to waive any right to approve such use.

I declare that I have read and understood the foregoing release and authorization before signing below.

City (Province / Territory) _____

Printed Name and Address of Model _____

Signature of Model _____

Date _____

Thank you very much! See you in December!

Merci beaucoup on se revoit en décembre!