

**Alberta Approved Farmers' Market Program - Annual Paperwork Package**

Welcome to the paperwork package for the Alberta Approved Farmers' Market Program. This package includes:

* Website/Mobile App form
* Market Information form
* Vendor List (separate document sent at same time)

Submission of these forms is required by *no later than* ***January 15, 2023*** in order for your market to retain approval status for the upcoming market year.

Once you have completed all the forms, please save them and email the documents to [ab.approvedfarmersmarket@gov.ab.ca.](mailto:ab.approvedfarmersmarket@gov.ab.ca)

**Please Fill Out All Forms Completely**

**Instructions for Completion**

1. Complete the forms in full. Incomplete forms will be returned to the market.
2. Click on grey rectangle       to add text.
3. Single click on  to add check mark.

The personal information on this form is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) *Act* and will be used for the purpose of administering the Alberta Approved Farmers' Market Program. If you have any questions about the collection, use or disclosure of your personal information, please contact the Farmers' Market Specialist, Alberta Agriculture, Forestry and Rural Economic Development at 4701 - 52 St., Box 24, Vermilion AB T9X 1J9 or telephone: 780-853-8223.  
 ** Website/Mobile App Information**

**For the upcoming year of 2023**

As a service to all Alberta approved farmers’ markets, Alberta Agriculture, Forestry and Rural Economic Development (AFRED) offers a website and mobile app to assist you in advertising your market. By completing this form you give permission to AFRED to post on the <https://www.alberta.ca/find-an-approved-farmers-market.aspx> website and the farmers' market mobile app.

|  |  |
| --- | --- |
| Market Information | |
| Market Name (as will appear on the website/mobile app) | Market Location (Building Name **AND** Town or City ) |
| Street Address of Market (used for the correct placement of your market on our website and mobile app) | |

|  |  |
| --- | --- |
| Contact Information | |
| Phone Number for Market (for public distribution) | Email Address (for public distribution) |
| Market Website Address: | |
| Market Facebook Address: | |
| Other Market Social Media Address: | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Market Operation Information | | | | | | | | |
| Operates: (please select and specify hours of operation) | | | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | | Thursday | Friday | | Saturday |
| Start Time: | Start Time: | Start Time: | Start Time: | | Start Time: | Start Time: | | Start Time: |
| End Time: | End Time: | End Time: | End Time: | | End Time: | End Time: | | End Time: |
| Enter the frequency your market runs (e.g. weekly, bi-weekly, or monthly): | | | | Market Opening Date Click or tap to enter a date. | | | Market Closing Date Click or tap to enter a date. | |
| Special Markets (including type of special market, date, time, and location*)* Please note special markets will only be shown as a special market if dates/times and/or location are different than regular markets: | | | | | | | | |
| Is your market an:  Indoor market  Outdoor market  Both | | | | | | | | |

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## Market Information

**For the upcoming year of 2023**

**Purpose**

The information you provide regarding your farmers’ market is used to verify that your market is operating within the Guidelines as an Alberta approved farmers’ market.

Except where noted, information collected on this form is for internal use only and will not be shared outside Approved Farmers’ Market Program staff.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Manager Information | | | | |
| Manager Name | | | | |
| Market Mailing Address | | | | |
| Phone Number | Cell Number | | | Email Address |
| Sponsor Information (if applicable) – Please go to the next section if your market is a non-profit society | | | | |
| Sponsoring Organization Name | | | President Name | |
| Mailing Address | | | | |
| Phone Number | | Email Address | | |
| Board of Directors for Non-Profit Society | | | | |
| President Name | | | | |
| Mailing Address | | | | |
| Phone Number | Email Address | | | Society Corporate Number |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Market Statistics from PREVIOUS Market Year  The following information will be compiled and published on Sunnygirl.ca in aggregate form | | | | |
| a) Do you pay your market manager?  Yes  No | | | | |
| If yes, please check how your manager is compensated: *(multiple selections allowed)* | | | | |
| Free table rental | Honorarium | Per Market | Hourly Rate | Monthly Salary |
| b) What is the table rent per week at your market? | | | | |
| c) Do you have a yearly or seasonal rate?  Yes  No If yes, what is it? | | | | |
| d) If you do not charge by table, please explain how vendors are charged rent? | | | | |
| e) On average, how many customers come to your market each market day? | | | | |
| 1. Do you require proof of insurance for **vendors**?  Yes  No | | | | |