



Abbotsford Farm & Country Market Society
 #1 - 31726 South Fraser Way, Abbotsford, BC V2T 1T9
 Ph. 604-996-1542 Fax. 604-864-5769
 info@abbotsfordfarmandcountrymarket.com

2012 Community Booth Application Form

PART A—CONTACT INFORMATION (Please fill out in full)

Contact Name		Organization Name	
Authorized Signatory? <input type="checkbox"/> Yes <input type="checkbox"/> No		Incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address		Business Address (if different)	
City, Postal Code		City, Postal Code	
Phone	Fax	Email	
()	()		
Cell Phone	Website		
()			
Booth Description			
(Please describe what types of activity at the booth and material types it will contain)			
<input type="checkbox"/> Tables & Table Top Displays / Posters <input type="checkbox"/> Stand Up or Stand Alone Display <input type="checkbox"/> TV or other electronic media <input type="checkbox"/> Goods / merchandise for sale		Will the booth be used to distribute free information? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the booth be used to recruit sign-ups or other contact information? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the booth be manned the entire time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility Requirements			
Please provide a complete listing of on site requirements. (E.G. How much space you need, whether you require electricity, PA system etc.)			

PART B—MARKET DATES

Selected Market Dates (Circle booth sizes for each date selected)				
<input type="checkbox"/> May 12 <input type="checkbox"/> May 19 <input type="checkbox"/> May 26 <input type="checkbox"/> June 02 <input type="checkbox"/> June 09	<input type="checkbox"/> June 16 <input type="checkbox"/> June 23 <input type="checkbox"/> June 30 <input type="checkbox"/> July 07 (Berry Beat Festival – extended market) <input type="checkbox"/> July 14 <input type="checkbox"/> July 21	<input type="checkbox"/> July 28 <input type="checkbox"/> Aug 04 <input type="checkbox"/> Aug 11 <input type="checkbox"/> Aug 18 <input type="checkbox"/> Aug 25 <input type="checkbox"/> Sept 01	<input type="checkbox"/> Sept 08 <input type="checkbox"/> Sept 15 (Car Show – extended market) <input type="checkbox"/> Sept 22 <input type="checkbox"/> Sept 29 <input type="checkbox"/> Oct 06 <input type="checkbox"/> Oct 13	
Fee Calculation: Total # Dates: _____ - 1 free date = _____ (enter below)				
# dates _____ x \$33.60 (\$30.00 plus 12% HST) = _____ <div style="text-align: right; margin-right: 50px;">Total Fee</div>				

PART B—DETAILED INFORMATION

Please provide a brief history and description of your organization.

Include a description of: 1) core organizational purposes or goals, 2) the events that the organization has been involved with in the community, 3) its current major activities as an organization and 4) what specifically is to be promoted at the booth.

Please enclose samples of what will be distributed at the Market, and brochures or other descriptive organizational marketing material if possible. You may also attach any additional information that you would like to have considered.

Please read and sign below indicating your agreement:

I am authorized to represent our organization, have read the **“General Information” and “Regulations”** for Community Booth Participants (following pages) and I agree to abide by all Regulations stated or as amended by the Abbotsford Farm & Country Market Society. I understand that we only receive one free Market Date per season and will pay for all others. I understand that failure to abide by the Regulations or to pay fees shall result in my exclusion from the market.

Signature

Date

Abbotsford Farm & Country Market Society

General Information for Community Booth Participants

General Introduction

The Abbotsford Farm & Country Market Society (AFCMS) is entering its ninth year providing a modern market with a traditional “make, bake, or grow” theme. The market showcases the best in British Columbian grown and produced products along with the creative talents of both artisans and entertainers.

The Abbotsford Farm & Country Market exists to celebrate the agricultural riches of our land and the talented people of our community in a fun, social and vibrant setting.

The Market will again be held in the heart of downtown Abbotsford each Saturday morning from May 12th to October 13th (23 dates) between 9am and 1pm. Market vendors offer to the public the highest quality fruit and produce, plants, flowers and herbs, unique crafts and creative works of art.

Designed not only as a shopping place but also as a social community venue, the market features cooking demonstrations, entertainment, raffles and contests for both vendors and shoppers.

We have already had a tremendous response from both vendors and members of the community. You do not want to miss out on this exciting venture!

These rules and regulations endeavor to capture the spirit of what the AFCMS has created. Your participation contributes to positive energy, diversity and health, which are important to a prosperous community. In the spirit of encouraging communication between all participants, we welcome concerns or comments regarding these guidelines.

Please note that you must submit an application and be screened for acceptance in order to participate. This package will provide you with everything you need to get the process started. If you have any questions at all, please do not hesitate to call the market manager, Bruce Fatkin, at 604-996-1542. We hope to hear from you soon.

Management

The Abbotsford Farm & Country Market Society (AFCMS) is governed by a volunteer Board of Directors. The Board has appointed Cedar Business Services to be the market management company for 2012 with Bruce Fatkin as manager.

Community Booth Participant Summary & Check List

- Read the Information and Regulations for Community Booth Participants to ensure that you are in agreement and able to meet all requirements.
- Complete the Community Booth Application Form.
- Mail, e-mail or fax your application to the Market Management as shown on the application.
- Please note that applications will be reviewed for approval and selection in the order received. Please submit your application as soon as possible, and preferably at least 2 weeks before your first market performance date.

Abbotsford Farm & Country Market Society Regulations for Community Booth Participants

General

1. The Abbotsford Farm & Country Market Society (AFCMS) shall make regulations for the operation of the market and shall amend, add or delete such regulations at their sole discretion.
2. A market manager shall represent the AFCMS.
3. "Product" refers to any item that has been grown, any food product that has been prepared, or any craft item or work of art that is intended to be displayed or offered for sale at the Abbotsford Farm & Country Market.
4. "Vendor" refers to any person or business entity that meets the Place of Residence and Local Production regulations set out below.
5. "Official Supplier" refers to any business entity that does not meet the Place of Residence and Local Production regulations set out below that has been granted approval to sell products at the Abbotsford Farm & Country Market where no local supplier exists.
6. The AFCMS reserves the right to limit or prohibit the display of any commodity and the distribution of literature, political or religious material, or any article deemed not to be in the best interest of the market, and at their sole discretion, may eject persons from the market area.
7. The AFCMS is not responsible for lost, stolen or damaged articles or money.

Community Booth Applications

8. Businesses and organizations who offer services that are readily available in the Central Fraser Valley may make application to become a Community Booth participant
9. Prospective participants must submit a completed application form and are encouraged to apply as soon as possible to get their preferred dates.
10. Applicants are requested to submit any materials that will be used at the booth in advance, as well as a complete description of posters, information flyers, etc.

Community Booth Approval and Selection Process

11. Representatives of the AFCMS will review applications and products.
12. Applications will be evaluated based on the business and products' contribution to the overall mission of the Abbotsford Farm & Country Market.
13. The AFCMS, at their sole discretion, has the authority to approve or not approve applications.
14. The AFCMS, at their sole discretion, may immediately revoke prior approval to any business that fails to abide by these regulations.
15. The AFCMS shall determine, at their sole discretion, the number of community booth participants to be offered stall space for each market date.

16. Community Booth participants selected will be offered the opportunity to participate for one market day free of charge and may apply for additional days at fees described on the 2012 Community Booth Application form. Additional free days may be assigned at the market manager's discretion.
17. Selected Community Booth participants must confirm their participation by calling AFCMS within five business days of being notified of selection.
18. Selected Community Booth participants will be evaluated prior to the start of each market to ensure that regulations have been followed.

Community Booth Participant Market Requirements

19. Selected Community Booth participants must attend the market for which stall space has been assigned. Stall assignments will be guaranteed up to 45 minutes prior to the Market opening. After this time, vacant spaces will be allocated on a first come, first served basis to other parties. Vendors are not guaranteed the same stall assignment or location each week.
20. Participants who, due to unforeseen circumstances beyond their control, are unable to attend must notify the market manager immediately upon determining their unavailability. Cancellation with less than 24 hours notice requires a phone call.
21. Community Booth participants who do not attend and do not notify the Market Manager in advance are subject to revocation of community booth participant status.
22. Participants are permitted to endorse only those products presented and approved in the application and approval process. If participants wish to alter the products, permission must be obtained from the market manager.
23. Participants must assemble their stalls in the space assigned by the market manager.
24. Community Booth stalls must include a clean, well maintained, appealing and securely affixed tent or awning, table coverings and suitable display areas for their product.
25. Community Booth participants must display a clear and visible sign of their organization name. Vendor stalls must be completely assembled, including product signage, and vendors ready to do business by Market opening. To allow for a smooth flow of vehicle traffic and for other vendors to get into the market area, vendors must unload and park their vehicle in the designated vendor parking area prior to setting up their booth spaces. All vehicles to be clear of the market area by 8:45 a.m. Community Booth stalls must not be disassembled before 1:00pm. Vehicles are not allowed into the market until 15 minutes after Market closing time. To assist with the smooth take-down of the market, Community Booth participants are required to take down their stalls prior to bringing their vehicle into the market place.
26. Community Booth participants must keep their stall space and the surrounding area clean and tidy at all times during market hours.
27. Community Booth participants must return their stall space to its original state including the removal of all rubbish at the close of the market.
28. AFCMS has sole discretion on all products and services that will be provided by, or endorsed at the market. As a result, products and services deemed unacceptable or offensive must be removed as directed by the market manager.

29. Failure to abide by these rules and regulations will result in the removal of the participant from the AFCM.

Market Harassment Policy

Harassment is not allowed. The Abbotsford Farm and Country Market is committed to providing and maintaining a collegial working environment that is free from harassment; where all individuals are treated with respect and dignity. Every employee, volunteer, vendor and customer has the fundamental right to work, sell and shop in an environment free of harassment. Therefore it is expected that all contact between co-workers, the public and others be respectful, professional and courteous at all times.

Failure to Comply Statement

Failure to follow any of these regulations and policies may result in forfeiture of market dates, financial penalty and/or may jeopardize the vendor's long-term relationship with the Market.