

SASKATOON ISLAND FALL FAIR APPLICATION FORM

HOW TO APPLY

Thank you for your interest in being a part of the Saskatoon Island Fall Fair (SIFF). Before you go any further, make sure you can answer “**YES**” to the following statement:

I make, bake, grow or design everything I plan to sell at the Saskatoon Island Fall Fair.

If this is true, please continue.

Applicants to the Saskatoon Island Fall Fair **must submit** the following to be considered:

1. A completed vendor information form (attached below)
2. Product **samples or photos**. Please e-mail Northwest.information@gov.ab.ca to discuss delivery of your product sample(s). All samples are to be packaged as they are to be sold, and must include all relevant ingredients, labels, preparation, storage and care instructions.)
3. If applicable; a completed [Special Event Food Vendor Notification Form](#) by Alberta Health Services must be completed
4. If applicable; a copy of a [Food Handling Permit](#) and [Food Safe Course Certificate](#)

APPLICATION PROCESS:

- The fair will be held on **September 23rd, 2018 from 12:00 pm till 4:00 pm**
- There are **NO FEES** to apply or have a booth. This event is to support and promote the community
- Once we have received all of your application materials (as listed above), your application will be considered. We may request more information.
- Please note that prepared food items require approval by **BOTH** the Saskatoon Island Fall Fair Committee and Alberta Health Services (AHS) before they can be sold at the market.
- You will be contacted once the application deadline closes on **September 6th, 2018**.
- We reserve the right to approve or deny applications at our discretion.
- Denied applicants may if they wish, reapply the next year.
- Only approved products may be sold at the market.

RULES AND REGULATIONS:

- Set up time is between **10:00 am to 11:00 am** on the day of the fair. **Vendors cannot set up past 11:00 am.** If a vendor is late, there will be no entry to the market.
- We **DO NOT** supply power. (If you require a generator, please indicate this in the product description box on the last page.)
- **YOU MUST** supply your own tables, chairs and tent. Upon arrival, you will be directed to your market spot.
- The market will run through rain or shine.
- Vendors must have a **FOOD HANDLING PERMIT/FOOD SAFE COURSE CERTIFICATE** with Alberta Health Services (if selling food products) to operate at the SIFF. (These **must be** clearly displayed at the fair)
- A park map and SIFF information will be distributed to you if accepted.
- Vendors **must remain set up for the entire duration of the market** and are asked not to pack up early. If a vendor sells out they may leave their booth area; however their display must remain set up to continue promoting business to market customers.
- Vendors are responsible for respecting the land within the provincial park upon arrival and making sure to leave the site clean when leaving.

If you have any further questions or concerns, please contact the Saskatoon Island Fall Fair Coordinator.

Phone: 780-538-5635

E-mail: Northwest.information@gov.ab.ca

PLEASE APPLY TO:

MAIL or IN PERSON:

Alberta Parks: Saskatoon Island Fall Fair
1301, 10320 – 99 Street
Grande Prairie, Alberta
T8V 6J4

FAX:

780-538-5617

E-MAIL:

Northwest.Information@gov.ab.ca

VENDOR INFORMATION FORM:

Name: _____

Business / Farm Name: _____

Street Address: _____

Mailing Address (if different): _____

City: _____ Postal Code: _____

Phone: _____ E-mail: _____

Product: Please check your category and list percentage of table content

Farm: _____% Craft: _____% Prepared Food: _____% Liquor: _____%

Describe your product(s): Please list all products you intend to sell.

Declaration:

I certify that I make, bake, grow or design all products offered for sale at my stall at the Saskatoon Island Fall Fair. I have read and understand the Rules and Regulations of the Saskatoon Island Fall Fair, and agree to comply with them. The information in this application is certified to be accurate. I understand that, if accepted, this application is required on a yearly basis. I agree to respect the decision of the Saskatoon Island Fall Fair Committee regarding my application.

Signature: _____ Date: _____

* If you are submitting this form via e-mail, your "typed" signature will be considered your signature *