



"A place where family & friends come together to enjoy the good things in life."

# Day Vendor Handbook



vendors@granaryroad.com  
(403) 453 – 7623  
www.granaryroad.com  
226066 – 112<sup>th</sup> St W, Foothills, AB



## INTRODUCTION

Granary Road is Calgary area's newest market destination and family attraction. It is comprised of an Active Learning Park focused on Science and Agriculture, an upscale Public Market, and Greenhouse operations. The facility is located just 6km South of Calgary on 36 acres in the Pine Creek Valley. Granary Road is already recognized as a premier tourist destination by Travel Alberta and Tourism Calgary.

Our year-round Public Market hosts best of class shop owners in a rustic marketplace like none other in Alberta. With over 25,000 square feet of thoughtfully designed interior market space and two covered outdoor pavilions that host carefully hand-picked vendors, Granary Road has quickly become Calgary's premier market destination.

The Active Learning Park is open seasonally from April to October, and provides an interactive, educational, and fun experience for all ages to enjoy. We strive to instill a new sense of appreciation for agriculture and science by captivating student minds through hands-on activities, engaging videos, interactive learning opportunities, and by having fun. With 3.5 kilometers of trails, a petting zoo, and 11 themed exhibits, Granary Road hosts an abundance of field trips, camps, corporate family fun days, and events. Granary Road is an attraction where family and friends come to meet and enjoy life.

## GENERAL INFORMATION

### 2018 Hours of Operation

June - September 3<sup>rd</sup>, 2018 (Labour Day)

Open Tuesday – Sunday, including all holiday Mondays from 9:30AM – 5:30PM

September 4<sup>th</sup> – December 23<sup>rd</sup>

Open Friday from 11AM – 7PM

Saturday & Sunday, including all holiday Mondays from 9:30AM – 5:30PM

Christmas Market 2018, December 7<sup>th</sup> – December 23<sup>rd</sup>

Open Friday from 11AM – 7PM

Saturday & Sunday from 9:30AM – 5:30PM

Closed from December 24, 2018 – January 10, 2019 for the holidays.

### Physical Address

Granary Road  
226066 – 112<sup>th</sup> St W  
M.D. of Foothills, AB  
T1S 5S5

### Mailing Address

Granary Road  
PO Box 32030 Silverado  
Calgary, AB  
T2X 0T9

### Contact Information

Phone: (403) 453-7623

E-mail: [vendors@granaryroad.com](mailto:vendors@granaryroad.com)

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## WELCOME TO GRANARY ROAD

The following policies are developed by Granary Road to regulate market operations and clarify participation in Granary Road Public Market. Granary Road has the right to modify policies, procedures, rules, and guidelines at any time. The below matters need to be adhered to in order to provide the best, consistent market experience for our customers, and for mutual fairness to the business activities of all vendors.

## DAY VENDOR RULES & REGULATIONS

### 1. MARKET CONDUCT

- a. Vendors are responsible to monitor legislative requirements pertaining to their products and/or services and ensure compliance.
- b. Signage on products must be correct and true and any claims are to be accompanied by supporting documents.
- c. All signage must be professional and family-friendly.
- d. Product ingredients and pricing is to be clearly labelled and legible.
- e. Granary Road reserves the right to regulate vendor signage and product labelling.
- f. The vendor is solely responsible for damages resulting from the sale of unsafe or unapproved goods.
- g. Products are to be of a merchantable quality.
- h. Vendors are to sell products or provide services only as outlined in their application, all other products or services must be approved by the Market Manager.
- i. Approved vendors, as a condition of their participation, agree to allow the Market Manager to enter their space for reasonable inspection of products, cleanliness of area, and food preparation procedures, if applicable.
- j. Vendors are responsible for the compliance and the conduct of their employees.
- k. Vendors may not assign, sublet or sell their market space.
- l. The Market Manager reserves the right to request removal of product(s) or service(s) if they are not of appropriate quality or a good fit for Granary Road Public Market.
- m. Any cost of damage caused to Granary Road facility or property is the responsibility of the vendor.

### 2. VENDOR CONDUCT

- a. Vendors are to conduct themselves in a professional manner.
- b. Vendors are responsible for taking out their garbage from the market building and space clean-up.
- c. Any serious complaints or concerns should be put in writing and submitted to the Market Manager.
- d. Vendors are responsible for the organization and tidiness of their space.
- e. Smoking, drugs or alcohol are not permitted in the Public Market.
- f. Pets (other than service dogs) are not permitted in the Public Market.
- g. Aggressive pushing of product is not permitted, and harassment of any kind will not be tolerated.

### 3. PRICING & PAYMENT

- a. Full payment for the space is to be received prior to the approved vending date.
- b. All vendors must commit to a minimum of 3 days vending at Granary Road Public Market.
- c. Weekends (Friday – Sunday & holiday Mondays): All day vendors must pay \$55 per day plus GST, this includes a space, table, and chair.
- d. Weekdays (Tuesday – Thursday): All day vendors must pay \$40 per day plus GST, this includes a space, table, and chair.



- e. If power is required, it is an additional \$10 per day plus GST.

#### 4. PERMITS & INSURANCE

- a. Vendors and their employees must be able to present proof of certifications (i.e. organic, transitional, permits, food safety handling, food service vendor, ProServe certification, other licensing, etc.)
- b. Granary Road Public Market requires all vendors to carry Liability Insurance. It is the vendor's responsibility to carry their own Liability Insurance Policy for \$2,000,000 property loss and property damage.
- c. Proof of insurance and all permits or certifications must be submitted prior to the first approved vending date.

#### 5. PARKING

- a. Vendors must park at the far East side of the parking lot.
- b. Vendors may bring their vehicle to the East entrance only to unload and are not permitted to remain parked in this area. Vehicles must be moved prior to market opening.
- c. As this is a family-establishment, vendors must drive with care and caution – no speeding when entering or exiting the lot.

#### 6. TIMELINESS

- a. A day vendor has the option of choosing an outdoor or indoor space.
- b. Vendors are to provide their own tents, signs, refrigeration, storage, etc. All canopies or umbrellas must be sufficiently and safely weighted to the ground.
- c. Table set-up on market day begins no earlier than 8:30am and all tables must be set-up and ready for market opening at 9:30am. If there is an unforeseen delay, notify the Market Manager immediately.
- d. Breakdown begins at 5:30pm and must be completed by 6:00pm – vendors are to be off the premises no later than 6:00pm.

#### 7. SAMPLING

- a. Vendors providing samples of their products must comply with rules governing sampling, market sanitation and other health related issues. Consult Alberta Health Services to ensure compliance.
- b. Visual displays of products requiring refrigeration should be clearly marked as "Display Only."
- c. Foods requiring temperature control must be closely monitored.

#### 8. PRODUCT PRICING

- a. Reduced rates of more than 20% are not permitted.
- b. Products may be discounted during the day to reflect downgraded quality.
- c. Collusion or deceptive pricing practices are forbidden.

#### 9. CARING FOR OUR ENVIRONMENT

- a. Vendors are encouraged to use environmentally responsible and sustainable methods of production and packaging.
- b. Vendors are asked to reduce waste and conserve water.



#### 10. CANCELLATIONS POLICY

- a. Granary Road has a rain or shine policy – vendors are required to operate in a variety of weather conditions including rain, snow or shine. In an event of extreme weather conditions vendors will be notified and our Weather Emergency Procedures will be activated.
- b. Granary Road requires a minimum cancellation notice of 3 weeks prior to the approved vending date. A refund will not be granted but payment will be transferred to a more suitable date.
- c. Cancellations are to be made by e-mail to [vendors@granaryroad.com](mailto:vendors@granaryroad.com).
- d. Repeated absence on market days may be subject to a suspension from Granary Road Public Market.

#### 11. NON-COMPLIANCE POLICY

Granary Road reserves the right to suspend a vendors' participation if stipulated rules, regulations and guidelines are not followed and may be subject to one or more of the following:

- a. A written or verbal warning accompanied with a demand for immediate corrective action.
- b. Reduced priority for space allocation
- c. Issuance of a notice of suspension. Vendors receiving a suspension will not receive a refund of money paid for vending dates for which they have been suspended.
- d. Issuance of a notice of rule violation and permanent loss of privileges to sell at Granary Road Public Market.
- e. A fee or other penalty as deemed appropriate.



## VENDOR APPLICATION FORM

Thank you for your interest and desired participation in Granary Road Public Market. The Granary Road Market is a unique destination offering quality products and services to our visitors. We are always eager to review applications from businesses and entrepreneurs to enhance our one-of-a-kind vendor mix.

### How to submit your application:

*Online:* click on <https://granaryroad.com/market/new-vendors/> to submit an online application.

*E-mail:* e-mail a completed application to [vendors@granaryroad.com](mailto:vendors@granaryroad.com)

*In-person:* call 403-453-7623 and drop off a completed application at 226066 112<sup>th</sup> St W, Foothills, AB

**Indicate as much information as possible and be sure to have fun with your application.**

**INCLUDE PICTURES OF YOUR PRODUCTS AND/OR BOOTH SETUP** – this is strongly recommended as it will increase your chances of becoming a successful applicant and speed up the selection process.

One of our team members will contact you soon, either by e-mail or phone.

**GRANARY ROAD**

**VENDOR APPLICATION FORM**

Business Name: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (primary): \_\_\_\_\_ Phone (secondary): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PRODUCT INFORMATION

Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

Describe your product(s) or service(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



What makes your product(s) or service(s) unique? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you participated in other markets before? If so, which? \_\_\_\_\_

\_\_\_\_\_

#### VENDING INFORMATION

List the dates you wish to vend at Granary Road Public Market? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any special requirements for set-up (*set-up already includes a space, table, and chair*): \_\_\_\_\_

\_\_\_\_\_

How did you hear about Granary Road? \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH PICTURES OF PRODUCTS AND/OR BOOTH SET-UP.**

**Thank you for our application.**