



Growing Kneehill 2020 Vendor Registration Package

The **Growing Kneehill 2020 Country Market & Long Table Dinner** focuses on strengthening and supporting the growth of business diversity in Kneehill County and the surrounding area. This event will take place on **August 14 & 15, 2020** at Horseshoe Canyon, tying into the popular Alberta Open Farm Days weekend and concluding Alberta Local Food Week. The whole event is tailored to promote local business, agri-tourism, and tourism, and assist in expanding market access and promotion through networking and exposure. The event also provides thousands of visitors and residents an opportunity to sample all that Kneehill County and the surrounding area has to offer.

The event is located just off of Highway 9, 15 minutes west of Drumheller and a little over 1-hour north east of Calgary, at the spectacular Horseshoe Canyon, which sees hundreds of thousands of visitors each year, taking in the breathtaking views of this natural wonder. Last year over 2,300 people visited the Canyon on our event day, and we expect those numbers to grow even more in 2020.

The Country Market includes local vendors showcasing agricultural and artisan products grown or created in Kneehill County and the surrounding region, as well as agriculture info groups, local societies, and tourism operators from the area. **This year's market will run from 10 am to 3 pm on Saturday, August 15** and vendors will be provided a **10ft x 10ft booth space** (more space can be provided if necessary).

The night before the Country Market, on August 14, the sensationally popular Long Table Dinner will kick off the weekend's events, treating 125 guests to a spectacular meal of local food, prepared by top chefs, and enjoyed overlooking breathtaking vistas from canyon-top plateaus for a unique and unforgettable dining experience. In an effort to further promote Growing Kneehill partners, we aim to source (where possible) a portion of our Long Table Dinner ingredients from those vendors taking part in the Country Market. If this is an opportunity you would like to participate in, please let us know!

Growing Kneehill 2020 Country Market Features

- 10' x 10' booth space (please let us know if you need a larger space)
- Reserved vendor parking (standard single vehicle space provided, please let us know if you need larger)
- Only \$50/booth
- Increased signage and marketing at the event
- Inclusion in Kneehill County's marketing and promotional materials
- Additional event promotion through Open Farm Days and Alberta Local Food Week
- Growing market access to the thousands stopping at Horseshoe Canyon
- Market hours 10am to 3pm
- Family activities and entertainment
- Food trucks
- Wash stations and outhouses will be placed around the site



Growing Kneehill 2020 Country Market Rules and Regulations

Notice to Vendors: You **MUST** initial each line for understanding, acceptance and full cooperation with the following rules and regulations of the Growing Kneehill 2019- Country Market. **Failure to comply** with these rules may result in the **forfeiture** of your participation in the market.

	1. All products or experiences for sale must be grown, crafted, produced or offered in Alberta. No wholesale, resale, commercial retail business or distributors are permitted.
	2. The Country Market is an all-weather market. Vendors will be required to operate in a variety of weather conditions including high winds and rain. In the event of extreme weather (ex: severe lightning, tornado, hail, etc.) vendors will be notified of event delay or cancellation.
	3. Vendors selling food items will be subject to any required Alberta Health Service Special Event Vendor regulations and must complete a Special Event Food Vendor Notification form. For more information please contact AHS at 780-460-4751 or at www.albertahealthservices.ca .
	4. Vendors providing food samples must have single serving sized portions prepared off-site in a commercial kitchen and provide either of the following: a. A basin with an adequate supply of water (container with a hands-free spigot), soap and disposable towels. b. Alcohol-based hand sanitizer.
	5. Booth space is defined as a 10ft by 10ft sales space (Please let us know if you need a larger space) Mobil Food Vendors (Food Trucks etc.) will be assigned a space based on the unit measurements provided.
	a. Vendors are required to provide their own tent and table .
	b. Products, signs or stands shall be displayed within the booth space.
	c. Vendors are responsible to bring weights to anchor down their tent. All tents must be weighted down with a minimum of 25lb per tent leg.
	d. On-site electricity is not available , vendors must provide their own generators, coolers, equipment, etc. in a contained minimum disturbance fashion.
	6. Vendor set-up will begin at 8:00 am. All vendors must be set-up by 9:45 am at which time the vehicle access gates will be closed and all onsite vehicles must remain turned off until after the market is closed.
	7. Public selling begins at 10:00 am and ends at 3:00 pm .
	8. Vendors must remain completely set-up until 3:00 pm .
	9. Tobacco, cannabis, alcohol, and vape consumption are strictly prohibited within the market space.
	10. Each vendor must have proof of applicable insurance coverage.
	11. Vendors must comply with all rules and regulations as well as the Vendor Code of Conduct (as written below). Kneehill County Administration reserves the right to change, interpret and enforce the rules and regulations as deemed necessary.

Growing Kneehill 2020 Country Market Vendor Code of Conduct

This Code of Conduct is directed to the vendor and any family, friends or staff who may assist the vendor in participating in the market. As an accepted vendor at the Growing Kneehill- Country Market 2020, you will be viewed as a representative of the market to the public and we place our trust in you. Please ensure you are familiar with all guidelines detailed below.

As an accepted vendor at the Growing Kneehill- Country Market 2020, I will:

1. Conduct myself and all my affairs in a courteous and respectful manner toward the public, all other vendors, and market staff;
2. Consistently behave in a way that respects and recognizes the rights and opportunities of the other vendors;
3. Only use language and communication that is polite, respectful and conscientious when interacting with anyone at the market;
4. Operate vehicles, equipment, set-up, and take-down in a manner that is safe and responsible for all market participants;
5. Review, comprehend and adhere to all safety and OH&S guidelines, policies and procedures including provided Emergency Response Plans;
6. Ensure that no alcohol, cannabis or other mind-altering drugs that may affect my judgement or my conduct are present in my system while at the market;
7. Sell at the market while making sure all of my products and business practices abide by the laws and regulations set down by Alberta Health Services, Alberta Agriculture & Forestry, and any other relevant agency;
8. Work with market management staff to resolve any conflicts or concerns in a calm and cooperative manner to ensure the market is a good experience for all parties involved;
9. By way of my signature on my application form, I indicate my understanding and acceptance with this Code of Conduct and the Rules and Regulations of the Growing Kneehill- Country Market 2020 and agree to comply with the intention of these documents.

Signature: _____ Date: _____

Should a vendor fail to comply with this code of conduct, their indiscretion will be reviewed and investigated by Kneehill County Administration. Depending on the severity and/or repetition of the offence, the violation may result in a warning or expulsion from the market.

Growing Kneehill 2020 Country Market Vendor Information

Business Title: _____ Contact Name: _____

Phone Number: _____ Cell Number: _____ Email: _____

Billing Address: _____

Website and/or Social Media Addresses: _____

Are you a mobile food vendor (food truck, etc.)? Yes No if Yes, how large of a space do you require for your unit? _____

Please provide a brief description of your business/organization and the product/service you provide:

(This bio will be included in event marketing.)

The undersigned agrees to assume and hold harmless Kneehill County, its officers, employees and agents (collectively the "Indemnified Parties") from all liability to any person or property of whatsoever kind or nature which occurs as a result of activities for which they were granted by Kneehill County (except to the extent arising out of the Indemnified Parties' breach, negligence or willful misconduct). Further, agrees to indemnify and defend, saving harmless the Indemnified Parties against any liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the undersigned, their agents or employees, and occurring during the period and as a result of the activities for which this vendor registration was accepted, except to the extent due to the acts or omissions of any officers or employees of Kneehill County, or caused by or arising out of the condition of any Municipally-owned or controlled property, whether real or personal.

Signature: _____ Date: _____

\$50 Registration Fee: Cash Cheque Card

(Payment can be made through the Kneehill County Administration Office, 403-443-5541. Cheques may be made out to Kneehill County.)

Please sign and complete all three pages of this application and email, with a copy of the Special Event Food Vendor Notification form (if applicable), your **insurance** and a **high quality logo**, to Fallon.Sherlock@KneehillCounty.com by **May 31, 2020**.

Kneehill County reserves the right to refuse or accept any or all vendor applications with or without reason