

## Vendor Reporting Form Instructions

Enclosed is the vendor reporting form for your market for 2009. This form is being sent at the beginning of the season this year for those market managers who want to start filling in the paperwork as vendors come on board. Note that this form is double-sided. Please copy as many as you need.

Please fill these forms out completely, as all the information is essential to retain your approved status. If you keep your vendor records electronically, you may print them and submit them that way, provided they contain all the information required on our forms.

### Vendor Categories:

**Food** → Includes jam, jellies, pickles, baking, prepared frozen foods (such as burritos, cabbage rolls, perogies, meat pies, pizza), sauces and soups, concessions where the vendor is actually preparing the food (please do not add concessions who sell pop and chips under this category, they belong in OTHER)

**Agricultural** → Includes primary producers or cooperatives, it does not include re-sellers (any re-sellers of agricultural products). Includes bedding plants, flowers, vegetables, Alberta fruit, honey, eggs, dairy products (such as cheese and cream), meat and meat products, and Taber corn (ONLY if vendor is producer).

**Crafts** → Craft and artisan vendors

**Other – Make It, Bake It, Grow It** → Includes home-made pet foods, cleaning supplies, services (such as engraving, glass etching, face painting, etc.), soaps, lotions, creams, cosmetics.

**Other** → Includes all out of province/country products, distributorship such as Rada Cutlery, Watkins, Avon, Tupperware, Princess House, etc, religious books, table cloths and linens, Taber corn (if the vendor is a re-seller), teas and coffees (that are re-packaged).

**Community/Non-Profit** → Includes any vendors who have been granted a free stall rental in order to promote their organization. These vendors typically do not sell a product but rather hand out materials and talk to customers about their organization.

Only include a vendor once even if their products fall into multiple categories.

Mark under each applicable column the actual product being sold.

This form is also available online at [www.sunnygirl.ca](http://www.sunnygirl.ca).

If you have any questions, please call Eileen at 780-853-8223 or Delores at 780-427-4611.