

Starting an Alberta Agriculture and Food Approved Farmers' Market

Checklist:

- ▶ Obtain application from Alberta Agriculture's Farmers' Market Program Office.
- ▶ Locate a sponsoring organization, or,
- ▶ Have a group of 10 committed vendors who are willing to form an association under Alberta's Society Act.
- ▶ Find a suitable location with running water, washroom facilities, available power supply, plenty of parking, tables for setting up, etc.
- ▶ Contact public officer of health and express interest in starting an approved Farmers' Market.
- ▶ Develop preliminary budget for market – proposed table rentals (weekly, monthly, or yearly fees), and other revenue (advance from Sponsoring organization); proposed expenses – liability insurance, advertising, hall rental, etc.
- ▶ Set proposed market opening date, dates of markets, hours of operation, etc.
- ▶ Gather list of a minimum of 10 vendors who “make, bake, or grow” the items which they are planning to sell.
- ▶ Complete Alberta Agriculture and Food application form and return. (Include copy of application to society, if applicable)
- ▶ Upon receiving approval, contact:
 - public officer of health to obtain “Farmers' Market Food Establishment Permit”
 - personnel responsible for liability insurance;
 - vendors;
 - sponsoring body to obtain clarification on their expectations;
 - media to advise of proposed new market details.