



New Brighton's Christmas Craft Market 2019 - Vendor Application Form

# NEW BRIGHTON'S CHRISTMAS MARKET

The New Brighton Residents Association (NBRA) will be hosting our Annual Christmas Market on Saturday, November 16th, 2019 from 10am to 4pm.

In previous years this market has seen on average 600-750 people in attendance, pulling from the community of New Brighton and surrounding communities such as Copperfield, Douglasdale, Mackenzie Towne, Mackenzie Lake, Mahogany, Auburn Bay and Cranston.

This years Christmas Market will be held in conjunction with Auburn Bay, Cranston and Mahogany with a large door prize being up for grabs for those shoppers attending all 4 markets that day.

This event will feature 26 indoor exhibitors, 40 outdoor exhibitors, and 10 youth vendors striving to offer customers with a wide variety of products. Vendors will be a combination of small businesses, persons who design, create and hand made products and home business entrepreneurs. There will be no direct competing products or services from the same company permitted.

This application will allow the New Brighton Residents Association to evaluate vendors and to ensure a diverse mix of products/services. Please ensure your application is completed in full and ensure any certifications needed are attached.

Please submit your completed application to the New Brighton Residents Association via email, fax or in person:

**Main Office Delivery:**

New Brighton Residents Association  
Attn: Clare Lovely  
2 New Brighton Drive SE, Calgary

**Please note:**

*This is a request only and does not guarantee you as an exhibitor until approved by the NBRA*  
**Registration begins June 22/2019**

***If you have any questions about the New Brighton's Christmas Market, or the information this package contains please contact the New Brighton Recreation Leader:***

**Clare Lovely**

**Phone:** 403-781-6613 ext. 3

**Fax:** 403-781-6611

**Email:** recreation@nbra.ca



NEW BRIGHTON  
RESIDENTS ASSOCIATION





## Christmas Market Information

**Day:** Saturday, November 16th, 2019

**Time:** 10am to 4pm  
- Exhibitors may **arrive no earlier than 8:45am** and **no later than 9:20am** for setup.  
- All vendors must be setup and ready for 9:45am.  
- There is no selling permitted before the event start at 10am.  
- You must remain open to the end of the event, 4pm; **No exceptions.**

**Location:** New Brighton Clubhouse  
2 New Brighton Drive SE, Calgary, AB

**Table Fee** \$65 + gst for 1 table  
**Indoor:** \$80 + gst for 2 tables (*please note we only have 8 doubles available*).


**Outdoor:** \$55.00 + gst for 1 table (*please note vendors will be in a tented area*)

**Youth:** \$15.00 + gst for 1 table (*please note vendors will be in a tented area*)

- All tables are 6 foot rectangles and a booth comes with 2 chairs.  
- Linen's are available for your table at an additional charge of \$10. All tables must have a linen and be set up in a professional looking manor.


**Special Requests:** All special requests; outlets, near a wall, additional chairs, etc must be included in the application process. We do our best to accommodate all requests however, if we are unable to accommodate requests they will be approved in a first come first serve bases.

**Registration:** We officially open for registration on June 25, 2019, all approved requests will be contacted after this time upon approval.  
Deadline for applications to be submitted is November 1st, 2019.  
A minimum of 35% of vendors will be craft/handmade products with the rest comprising of home-based small businesses.





## Christmas Market Regulations and Policies

- \* The New Brighton Residents Association does not guarantee approval of exhibitors (*this is an application only*). **Please DO NOT include payment with your application. Payment arrangements will be made with you upon notification that you have been accepted as a vendor.**
  - \* Only one business is permitted per table.
  - \* Approved vendors may rent a second table/booth for a second business if space permits.
  - \* Vendors will be chosen on product offerings, diversity, quality and uniqueness of your product/service. Although there may be other vendors with the same/similar products, no competing products from the same company will be permitted, and the number of these vendors will be capped based on the total number of vendors. Wait listed vendors will be taken on a first come, first serve basis.
  - \* All products to be sold must be listed on the application. This is to ensure we maintain diversity of the market. Vendors will be asked to remove any and all products not listed from their display.
  - \* As per Alberta Health Services requirements, any vendor selling pre-made/home cooked food of any type must provide a copy of your Alberta Health Services permit/licence along with approval and payment. This permit/licence must also be on site the day of the event.
  - \* All food products must be labelled with ingredients. Previously frozen products must be labeled with the date of freezing.
  - \* Products sold by weight must be weighed on a scale that has been inspected and approved by federal authorities and must be labeled "legal for trade."
  - \* Price fixing is against the law.
  - \* Please note we may use your name, company and/or product information for advertising purposes.
  - \* Refunds of fees will not be granted for cancellations occurring within 2 weeks of the market. Cancellations occurring prior to this time will be subject to our \$15.75 admin fee.
  - \* Vendors must notify the Recreation Leader if they will be absent for the upcoming event at least 5 days prior to the event.
  - \* No pets or animals of any type are permitted on the property.
  - \* All vendors are encouraged to carry individual liability insurance on their products and displays.
  - \* Disputes among vendors will not be tolerated. The Recreation Leader and/or NBRA have final authority in all disputes. Vendors taking issue with other vendors or the NBRA are asked to fill out an incident report form and return it to the facility.
  - \* The facility is to be left in as found condition or better at the end of the event. Vendors are responsible for picking up all trash in front, under and around their table space. All display materials, boxes, personal garage, etc must be taken home with the vendor. Failure to leave the facility clean may result in the vendors being suspended from future market events.
  - \* No smoking is permitted on the property.
  - \* The Recreation Leader/NBRA has the right to make changes to any rule and regulations. Vendors will be notified of all changes to the rules or regulations.
  - \* All vendors and applicants must abide by these rules and regulations. The Recreation Leader reserves the right to deny any vendor space and may require vendors to leave the facility in the event the said vendor fails or refuses to abide by the rules and regulations listed above.
  - \* Any infraction of these rules and regulations by exhibitors shall result in a warning. If this behaviour continues, the vendor will be asked to leave the event and will not be eligible to return.
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### Vendor Information

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

Vendor Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate if you have participated as a vendor in any of our previous markets:  
Christmas Craft Market    Yes        No                      Community Street Market        Yes        No  
Please choose the category that best describes your product:

### Product Information

Fashion      Beauty      Health      Crafts      Home Improvement      Baby  
Clothes      Other: \_\_\_\_\_

Please list **all** items you plan to sell at the Christmas Craft Market: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you make this product yourself? Yes/No  
Is your product available elsewhere? Yes / No      If yes, where? \_\_\_\_\_  
Space requested?      Indoor: \_\_\_\_\_      Outdoor: \_\_\_\_\_      Youth (17-) \_\_\_\_\_

***I, \_\_\_\_\_, Declare all information on this application to be complete and accurate to the best of my knowledge. I also agree to the rules and regulations of the market and realize that any rules or regulations broken on my part may result in my expulsion of the New Brighton Christmas Craft Market.***

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

*Please attach any other product information you may have including product photos, product information and certifications (if required). This information will allow us to have a better understating of your products so we can pass information on to our customers.*