



2020 Vendor Application Form

GRAND SOUTH CHRISTMAS MARKET NEW BRIGHTON

The New Brighton Residents Association (NBRA) will be hosting our Annual Christmas Market on Saturday, November 21st from 10am-3pm.

In previous years this market has seen on average 800-1000 attendees, pulling from the community of New Brighton and surrounding areas such as Copperfield, Douglasdale, McKenzie Towne, McKenzie Lake, Mahogany, Auburn Bay and Cranston.

This years Christmas Market will be held in conjunction with Auburn Bay, McKenzie Towne, Cranston and Mahogany with a large door prize being up for grabs for those shoppers attending all 5 markets that day.

This event will feature 27 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 S.E

Please note:

This is a request only and does not guarantee you as an exhibitor until approved by the Recreation Manager.

Registration opened: Sept 8, 2020 to last year vendors. On Sept 15th the application went live to the public.

If you have any questions regarding the information within this package, please contact the Recreation Manager:

Clare Lovely

Phone: 403-781-6613 ext 3

Fax: 403-781-6611

Email: recreation@nbra.ca



NEW BRIGHTON
RESIDENTS ASSOCIATION





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.
- * 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.





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.
- * 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.





COVID-19 Regulations and Policies

Due to the ever changing rules and regulations around COVID-19, we will be putting all in place for the market to ensure everyone's safety. If this event has to be cancelled due to COVID-19 all vendors that have paid will be refunded in full by cheque or account credit.

Some rules for vendors:

- * We highly encourage hand sanitizer at your table
- * A face shield or mask will be mandatory to wear throughout the event
- * One cohort at your table at a time
- * Physical distancing is mandatory throughout the event
- * All attendees must wear a mask and hand sanitize upon arrival
- * Due to the passport being a high touch point, the Residents Associations have agreed to eliminate it in order to keep touching to a minimum. Once a decision is made on another "passport" I will let all vendors know!

I will be staying up to date with COVID-19 and if at any point it is unsafe to run this event I will be in touch!

If you have any questions, please do not hesitate to reach me!

Clare Lovely
403-781-6613 ext 3
recreation@nbra.ca





Christmas Market Information

Day

Saturday, November 21, 2020 from 10am - 3pm

Time

10am to 3pm

Exhibitors may **arrive no earlier than 8:30am** and **no later than 9:30am** for setup

- All vendors must be setup and ready for 9:45am
- If your table is not setup or you have not arrived on site by 10:15am, your table will be removed from the market. At this point no refund will be issued
- There is no selling permitted before the event start time of 10am
- You must remain open to the end of the event, 3pm; **No exceptions**

Location

New Brighton Clubhouse
2 New Brighton Drive S.E, Calgary, AB T2Z 4B2

Indoor Tables

\$65 + gst for 1 table

\$80 + gst for 2 tables (*please note we only have 8 doubles available*).

Outdoor Tent Table

\$55.00 + 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.
- All tables must have a linen and be set up in a professional looking manor.
- The outdoor tent will be heated with two industrial propane heaters. This space is still outside we ask that you still dress appropriately for the weather and wear layers.

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

Opened on September 3, 2020 all approved requests will be contacted and payment will be required during the approval phone call.

Deadline for applications to be submitted is November 2nd, 2020.



2020 Vendor Application Form

NEW BRIGHTON'S CHRISTMAS MARKET

Saturday, November 21, 2020 from 10am-3pm

Vendor Information

Business Name: _____

Your Name: _____

Address: _____

City: _____ Postal Code: _____

Cell Phone: _____ Alt. Phone #: _____

Email Address: _____

Website/FB/IG Page: _____

Product Information

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:

Fashion Beauty Health Crafts Home Baby Clothes Other:

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

How many tables are you requesting? 1 2

Number of chairs at your table? 1 2

Did you make this product yourself? Yes/No

Is your product available elsewhere? Yes / No

Space requested? Indoor: _____ Outdoor: _____

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 Market.

Signature: _____

Date: _____

