



NEW BRIGHTON
RESIDENTS ASSOCIATION

Community Street Market Application 2021

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

New Brighton's Community Street Market 2021

The New Brighton Residents Association (NBRA) will be hosting its annual Community Street Market on June 12, 2021 from 10am-2pm. This market has seen 900-1000 people, pulling from New Brighton and surrounding communities. This event holds up to 30 exhibitors, striving to offer customers a wide variety of products. Vendors will be a combination of small businesses, handmade products, crafts and home businesses. **There will be no 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. Please ensure your application is completed in full.

Please submit your completed application to the New Brighton Residents Association via email (recreation@nbra.ca), fax (403-781-6611) or in person (2 New Brighton Drive S.E)

Deadline for applications to be submitted is June 3, 2021.

If you have any questions about the Community Street Market, or the information this package contains please contact the New Brighton Recreation Leader:

Clare Lovely

Phone: 403-781-6613 ext. 3

Email: recreation@nbra.ca

Information

The New Brighton's Community Street Market will take place on Saturday, June 12, 2021 from 10:00am—2:00pm. Registration opened May 5th for both residents and non-residents. All approved applications will be contacted. 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.

Day of the market, all exhibitors may **arrive no earlier than 8:45am** and **no later than 9:30am** for setup. All vendors must be setup and ready for 9:45am. Selling before 10am of market day is not permitted. All vendors must remain open until the very end of the market (2pm), **no exceptions.**

Fee

Resident Rate: \$40.00 for 1 table

\$55.00 for 2 tables (*Only 5 double tables are available*)

Non-Res Rate: \$50.00 for 1 table

\$65.00 for 2 tables (*Only 3 double tables are available*)

***only 1 business is permitted per table.**

- Linen's are available for your table at an additional charge of \$10 per linen.

- Once you have been approved you will be given **3 business days** after the approval to pay the registration fee. If the fee is not paid within the 3 business day your table will not be saved and your spot will be given to the next vendor.

- All tables are 6' X 2' and will come with 2 chairs.

- It is strongly encouraged for you to bring your own popup tent or shaded item as the Hockey Rink is not shaded and you will be outside all day.

Special Requests

I will do my best to accommodate all request. All request received will be approved in a first come first serve bases. All special requests; outlets, near a wall, additional chairs, etc. must be stated in your application.

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COVID-19 Policy & Procedures

The NBRA is going to provide a safe event that will meet the needs of all vendors, residents and shoppers. The NBRA will ensure the market is following all restrictions enforced by the Alberta Government. Before shoppers enter the rink they will be asked to hand sanitize and masks will be required! Please note that the capacity limitations will be enforced. If the customer capacity restrictions are 15% of fire code occupancy that will allow for 13 shoppers at a time in the Hockey Rink.

Vendor Requirements

- Vendors must wear a mask for the entire event. It may be taken off if you are eating or drinking but while interacting with shoppers it **MUST** be worn. You will also be provided with 3 extra masks throughout the event so they can be changed out if needed.
- Trying on clothes/handling of items should be discouraged. If items need to be touched for some reason, vendors should ensure that hands are sanitized before and after touching.
- All items for sale should not be handled by anyone for at least 24 hours prior to the event
- Contactless payment is **HIGHLY** recommend (e-transfer or square! No cash) as we want people to remain as spaced out as possible.
- Each vendor will be provided a disinfectant spray, hand sanitizer and extra masks so they can be changed throughout the event.
- All vendors will be spaced out 3ft from another vendors. Please do not move your table while you are setting up to ensure the distance is being maintained.
- Vendors will be asked to use the Skate Change Room washroom.
- You will be contacted right away if new restrictions are **released** that may affect the market.
- If at any time you are experiencing symptoms of COVID-19, please notify the Recreation Leader ASAP. For the safety of all vendors, residents and staff members you will not be permitted to attend the event.
- While people are at your booth please help by ensuring they remain 6ft apart.
- There will be special markers on the Hockey Rink floor in front of each vendors table. We ask that shoppers do not cross these line in front of your booth for your safety.

Vendor Information

Please note: This is a request only and does not guarantee you are an exhibitor until approved by the NBRA.

Business Name: _____

Vendor Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Cell Phone: _____ Email Address: _____

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 your product falls under:

Fashion Beauty Health Crafts Home Improvement Baby Clothes

Other _____

Please list **all** items you plan to sell at the Community Street Market: _____

Number of tables you requesting 1 2

Numbers of chairs you will need _____

Special Requests: _____

Cancellation

All cancellations must be done in writing via email (recreation@nbra.ca). All cheque refunds are subjects to a \$15.75 administration fee. An account credit can also be a form of refund. Credits can be used towards your yearly fee, programs, rentals and canteen items and account credits are valid for **1 year**.

Cancelling 2 weeks before market - Full Refund

Cancelling less than 2 weeks before market - No Refund

Please attach any other product information such as photos, product information and certifications (if required).

This information will allow us to have a better understating of your products.

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Rules

- Vendors will be chosen on product offerings, diversity, quality and uniqueness of product/service. Although there may be other vendors with the same/similar products. No competing products from the same company will be accepted. 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.
- Price fixing is against the law.
- Please note we may use your name, company and/or product information for advertising purposes.
- Vendors must notify the Recreation Leader if they will be absent for the upcoming event at least 4 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 any NBRA staff members have final authority in all disputes. Vendors that cause a scene with other vendors at the NBRA are asked to fill out an incident report form and return it to the main office.
- After the market the facility is to be left as found condition. 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 has the right to make changes to any rule and regulations. Vendors will be notified of all changes to the rules or regulations.
- The Recreation Leader reserves the right to deny any vendor application
- All vendors and applicants must abide by these rules and regulations listed above. If any of the above rules and regulations are not abide by throughout the market the Recreation Leader has the right to ask the vendor to leave the property and no refund will be issued.
- 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.

All vendors must follow all COVID-19 procedures outlined by the NBRA. If at any time they are not being followed you will be given one warning. If a second warning needs to be given you will be asked to leave the market with no refund.

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 Community Street Market.

Signature: _____ **Date:** _____