



# New Brighton's Sunset Market

## New Brighton Residents Association *Vendor Application Form*

The New Brighton Residents Association is hosting a *Sunset Market* on Thursday, July 23rd outside from 4:30pm-8:30pm in our Tennis Courts, with activities for children, live music, and food truck options.

**Please ensure this application is completed in full to the best of your abilities, with any needed certifications attached.**

Submit completed applications to New Brighton via **email, fax, or in person:**

### **Main Office Delivery:**

New Brighton Residents Association  
Attn: Special Events Coordinator  
2 New Brighton Drive SE, Calgary, AB, T2Z 4B2

Due to the number of applications submitted, **please note that you will only receive confirmation if you have been selected to participate in the market.**

Vendor selection is determined by business uniqueness, quality of goods, current/expected vendors, and items that are hard to find at major retailers.

Danny Markle  
Phone: 403-781-6613 EXT 3.  
Fax: 403-781-6611  
Email: [events@nbra.ca](mailto:events@nbra.ca)



NEW BRIGHTON  
RESIDENTS ASSOCIATION

# Sunset Market

## Rules & Regulations

- This is an application only and does in no way guarantee you a vendor spot
- Do not include prepayment with this application
- There may be other vendors with similar products at the market
- All products to be sold must be listed on this application
- All food products must have ingredient list posted in public view or included with purchase
- Previously frozen products must be labeled with the date of freezing
- Products containing any nuts may not be sampled to shoppers and are required to be labeled
- Food vendors are required to complete an AHS Special Event Vendor Notification form
- 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 strictly against the law
- Please be aware that we may use your company name and/or product information for advertising
- Refunds of any 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 Special Events Coordinator if they will be absent to the market at least 7 days prior to the event date
- No pets or animals of any type are permitted on the property, with an exception given to service animals

# Sunset Market

## Rules & Regulations

- All vendors are encouraged to carry individual liability insurance on their products and display materials
- The NBRA is not responsible for any lost, stolen, or damaged goods
- Disputes among vendors will not be tolerated, the Special Events Coordinator and/or NBRA staff have final say in all disputes. Vendors taking issue with other vendors, or the NBRA, are encouraged to fill out an incident report form and return it to the Clubhouse at the earliest time
- The property is to be left in the same condition at the end of the event
- Vendors are responsible for picking up all trash around their table space, all display materials, boxes, personal garbage, etc. must be taken home with the vendor. Failure to leave the facility clean can result in specific vendors being asked not to return to future markets
- Absolutely no smoking is permitted within the gated facility and park space
- The Special Events Coordinator and/or NBRA staff has the right to make changes to any rule or regulations. Vendors will be notified of all changes to rules and regulations
- All vendors must abide by the previous rules and regulations, the Special Events Coordinator reserves the right to deny any vendor space, and may require vendors to leave the facility if said vendor fails, or refuses to abide by rules and regulations listed above

# Sunset Market

## Additional Information

### Date:

- Thursday, July 23<sup>rd</sup> 2026

### Time:

- 4:30pm-8:30pm
- Vendors may arrive to setup **no earlier than 2pm and no later than 4pm**
- All vendors must be **setup in full by 4:15pm**
- If you have **not arrived by 4:30pm**, your **table will be removed**
  - **No refund will be issued**
- Products must not be sold before the official start of the market at 4:30pm
- Vendors must remain on-site until 8:30pm, **no exceptions**

### Location:

- New Brighton Residents Association - Clubhouse
  - Tennis Courts - Outside
- 2 New Brighton Drive SE, Calgary, AB, T2X 4B2

### Parking:

- Once vendors have unloaded all materials/products, the NBRA asks that all vendors park in areas which are further from Clubhouse to allow parking for attendees

# Sunset Market

## Additional Information

### Table Info & Fees:

- All tables will be located outside, in the New Brighton Clubhouse Tennis Courts
- Tables provided are standard sized 6'x2.5' folding plastic banquet tables
- It is recommended to be able to accept both cash & card payment as **there is no ATM on-site**
- All tables **must have linen covering** and be presented in an organized manner
  - A 6' black tablecloth can be provided for \$10.00+GST
- Market cancellations due to inclement weather will result in all vendors receiving a full refund

**1 Table - \$50+GST (\$52.50)**

**2 Tables (limited availability) - \$70+GST (\$73.50)**

## Special Vendor Requests

Early setup, extension cords, etc.

The NBRA will do its absolute best to accomodate to any special requests.

---

---

# Sunset Market

## Vendor Application

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

**Your Name:** \_\_\_\_\_

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

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

**Phone #:** \_\_\_\_\_ **Alt Phone #:** \_\_\_\_\_

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

**Website/Facebook/Instagram:** \_\_\_\_\_

## Product Information

Please choose the category which best describes your product(s):

Fashion  Health  Home  Food  Services  Crafts  Other

Please list all items you plan on selling at New Brighton's Sunset Market...

---

---

How many tables are you requesting:      1       2

How many chairs are you requesting:      1       2       3

Do you make your products yourself?      Yes      No

Is your product available easily elsewhere?      Yes      No

I, \_\_\_\_\_, declare all information on this application to be complete and accurate to the best of my knowledge. I agree to abide by all rules and regulations as listed in this document.

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