

Holiday Gift Market Vendor Contract

November 3 - 5, 2023

Thank you for joining our Holiday Geeky Gift Market. Please read the following carefully and initial/sign where indicated.

Location: Alberta Aviation Museum, 11410 Kingsway NW, Edmonton, AB

All payments can be e-transferred to geekygiftmarket@gmail.com

Initial deposit is due August 4, 2023

Final payment is due October 13, 2023

- 1) Hours:
 - a) Friday November 17, 2023 - Vendor only setup: 4:30pm - 8:00pm
 - b) Saturday November 18, 2023 - Vendor setup: 9am - 10am,
Open to public: 10am to 5pm
 - c) Sunday November 19, 2023 - Vendor setup: 9am - 10am,
Open to public: 10am to 4pm
- 2) No more than two artists/vendors per table/booth; unless prior exception is given.' Please email all requests no more than 2 weeks prior to the event.
- 3) **ALL** vendors must sign in at the front main entrance before setup, and every morning prior to going to your booth/table. You **must** be wearing your vendor lanyard during the market Saturday and Sunday, the volunteers at the front door do not know you and need to see it please. Please try to return lanyards at the front door before you leave.
- 4) All payments are fully refundable up until August 4, 2023.
- 5) After August 4, 2023 - the following non-refundable fees will apply:
 - a) \$20 for small artist/vendor table
 - b) \$40 for booths
- 6) If there is a cancellation the same week of the market, the fee is non-refundable (some exceptions may apply at organizer's discretion)
- 7) If you are bringing your children to be at your booth throughout the day, we ask that those under the age of 16 remain supervised and are not disrupting other vendors.
- 8) **Booths :**
 - i) 10'x10' or 10'x12' (depending on what was selected) and all displays/tables/chairs must remain within the given space
 - ii) No pipe and drape, chairs, or tablecloths are provided
 - iii) Overhead displays cannot impede on other booths, tables, or walkways
 - iv) If you have a powered booth; power cords cannot be a tripping hazard for vendors/ patrons. Vendors must supply their own power cords/ extension cords
 - v) Vendors must supply their own chairs
 - vi) Nothing can be placed on walls or display cabinets
 - vii) If sharing a booth we need to know the other business' contact information and what they sell
- 9) **Small Artist/Vendor Tables:**
 - i) A single 2x8 table is provided & cannot be moved/repositioned/removed
 - ii) There will be a 2-foot gap between some tables for easier access; this space cannot be blocked

- iii) Corner tables may add a display stand or small table at the end of the space (not provided) but they **cannot block or encroach on aisles or other vendors/artists**
- iv) If you have a powered table, power cords cannot be a tripping hazard for other vendors/ patrons. Vendors must supply their own power cords/ extension cords
- v) Nothing can be in front of the tables
- vi) No tablecloth, chairs or dividers are provided
- vii) Nothing can be placed on walls or display cabinets
- viii) Vendors must provide their own chairs
- ix) There will be 3 to 4 feet behind the table to sit and store stock
- x) If sharing a table we need to know the other business' contact information and what they sell

10) Vendors MUST park in the side gravel lot within the fencing during public hours. Exceptions can be made in the case of disabilities that impede or prevent mobility. **At NO time can the fire lane be blocked.**

11) The side door from the side lot will NOT be used other than at time of tear down. It is an emergency exit only, not to be used for smoke breaks or opened at any time during the market.

12) No use of glitter, confetti, candles, or open flame is permitted at your booth.

13) No smoking, vaping, or smudging is permitted.

14) Only painters' tape is permitted for attaching anything to the floors. All tape must be removed before you leave your booth.

15) We strongly recommend having your own liability insurance and/or product insurance.

16) Food & Alcohol Vendors:

- i) Must hold a food handling permit from Alberta Health Services.
- ii) A copy must be sent via email following your signed vendor agreement.
- iii) A copy must be visible at your booth on the day of sale.
- iv) You must follow all guidelines set out by Alberta Health Services.
- v) If you are a vendor also selling alcohol, we ask that you follow all regulations set in place, that IDs are being checked, and you hold all your own licensing.
- vi) A copy of your license for the distribution of alcohol set out by the government, must be emailed following your signed vendor agreement.

17) Only merchandise that is included in your original application or that you get email approval for, prior to the market, can be sold at your booth. You will be asked to remove any non-permitted items.

18) If the government inputs any public health guidelines, we must follow them accordingly. If required guidelines are in place, a separate form will be sent out and must be signed and returned prior to the market. Do not shame people wearing masks, it is their choice.

19) We will not be accepting A.I. art.

20) There is a **time limit on tear down**. We ask that you are finished packing up by no later than 7pm.

21) If spills occur please let us know so we can get a mop and bucket for cleanup.

22) Do not leave your area a mess, **otherwise a \$50 cleaning fee will be implemented.**

Please advertise on your social media when possible, we really appreciate it! There will be an 'official vendor' image sent out with all the details on it once this form is signed. We do a lot of online marketing ourselves so you will see over 2500 people through the door as well.

The following is a price list only for your reference.

\$130	Small Artist/Vendor Table - one 2.5'x8' table, no chairs, table cannot be moved
\$110	Second Small Artist/Vendor Table - one 2.5'x8' table, no chairs, table cannot be moved
\$230	10'x10' Booth - chalked out space, no table or chairs
\$200	Second 10'x10' Booth - chalked out space next to first, no table or chairs
\$250	10'x12 Booth - chalked out space, no table or chairs
\$25	Power - Cannot be used for high draw items; examples - anything that heats up
\$25	Corner - Limited numbers
\$25	Second Corner - Only available with a second booth purchase - limited numbers
\$5	Per table rental - 2.5' x 8' or 2.5 x 5' depending on availability

Have an amazing market and we will send out a feedback request email after the market.

By signing this agreement I agree to the terms and conditions listed above.

Name :

Business Name :

Signature :

Date: