

## **CALGARY Holiday Gift Market Vendor Contract**

**December 1 - 3, 2023**

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

Location: Genesis Community Centre, #10, 7555 Falconridge Blvd, NE, Calgary, AB, T3J 0C9

All payments can be e-transferred to [geekygiftmarket@gmail.com](mailto:geekygiftmarket@gmail.com)

**If you are attending from out of town and need a hotel nearby please let me know asap as I have some spots held**

**Initial deposit is due August 25, 2023**

**Final payment is due October 27 , 2023**

- 1) Hours:
  - a) Friday December 1, 2023 - **Vendors to set up, please email if you cannot make this setup time as the loading dock will NOT be accessible Sat or Sun : 4:00pm - 8:30pm**
  - b) Saturday December 2, 2023 -  
**Vendor setup (No loading dock, 1 elevator or stairs): 9am - 10am,**  
Open to public: 10am to 5pm
  - c) Sunday December 3, 2023 -  
**Vendor restock (No loading dock, 1 elevator or stairs): 9am - 10am,**  
Open to public: 10am to 4pm
- 2) No more than two artists/vendors per table/booth; unless prior exception is given.
- 3) **ALL** vendors must sign in before setup (Friday loading dock, Saturday & Sunday main entrance that will be labeled on map), 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 & security do not know you and need to see it please. Please try to return lanyards at the loading dock doors before you leave Sunday after tearing down.
- 4) All payments are fully refundable up until August 25, 2023.
- 5) After August 25, 2023 - the following non-refundable fees will apply:
  - a) \$25 for small artist/vendor table
  - b) \$50 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' and all displays/tables/chairs must remain within the given space
  - ii) No pipe and drape, 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 or patrons. Vendors must supply their own power cords/ extension cords
  - v) 2 non-folding chairs are provided. If you would like 1 or both removed please let me know no later than November 25, 2023.
  - 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 upon acceptance
- viii) Please be careful not to damage the floors

**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 or patrons. Vendors must supply their own power cords/ extension cords
- v) Nothing can be in front of the tables
- vi) No tablecloth, or dividers are provided
- vii) Nothing can be placed on walls or display cabinets
- viii) 2 chairs are provided (non-folding). If you would like 1 or both removed please let me know no later than November 25, 2023.
- ix) There will be roughly 3 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 upon acceptance

10) Vendors MUST park near the back of the lot or in the larger far lot during public hours.

Exceptions in the case of disabilities or injuries that impede or prevent mobility. **At NO time can the fire lane be blocked.**

11) There will be parking attendants upon arrival for Friday's load in and I will be providing a PDF for you to show them on upon arrival for load in prior to the market.

12) Once public hours begin, the loading dock will be closed until Sunday loadout. Saturday and Sunday re-stock is permitted and items will need to be brought through the main doors.

13) Security will be on sight Saturday and Sunday mornings so please ensure your lanyards are visible upon arrival and throughout the market.

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

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

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

**17) 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.

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of alcohol set out, by the government, must be emailed following your signed vendor agreement.

- 19) 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.
- 20) 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.
- 21) We will not be accepting A.I. art.
- 22) There is a **time limit on tear down**. We ask that you are finished packing up by no later than 7pm.
- 23) If spills occur please let us know so we can get a mop and bucket for cleanup.
- 24) 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.

The following is a price list only for your reference.

\$160	Small Artist/Vendor Table - one 2'x8' table, 2 chairs
\$280	10'x10' Booth - chalked out space, no table, 2 chairs
\$250	Second 10'x10' Booth - chalked out space next to first, no table or chairs
\$30	Power - Cannot be used for high draw items; examples - anything that heats up
\$30	Corner - Limited numbers
\$5	Per table rental - 2' x 8' depending on availability - plastic folding tables

We wish you 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:**