



McKenzie Towne Council Christmas Craft Fair 2018 Vendor Application Form

On November 3rd, 2018, McKenzie Towne Council will host the 11th Annual Christmas Craft Fair at McKenzie Towne Hall which draws an average of 800 visitors each year.

We look for vendors that make, bake or grow their own products in Alberta. We will not be accepting applications for distributors of Avon, Norwex, Arbonne or any similar companies. All products sold must be handmade. We also strive to provide our customers with a wide range of vendors selling unique products. This application will allow McKenzie Towne Council to evaluate vendors, and to ensure a healthy market mix.

Please ensure that your application is completed in full, and that any certifications needed are attached. You can either attach photos or have them available online by website, Facebook pages, Instagram, etc. **Applications must include web link OR product photos. Applications without at least 5 photos available online or attached to application will not be considered. You can email comms.rec@mtcouncil.com with your pictures or link. In the subject line write "CHRISTMAS CRAFT FAIR PHOTOS".**

Applications are due by October 15th, 2018. Applications will not be accepted after this date. Vendor selection will take place between October 16th and 19th, 2018, once all applications have been submitted. Accepted vendors will be contacted shortly after to remit booth payment.

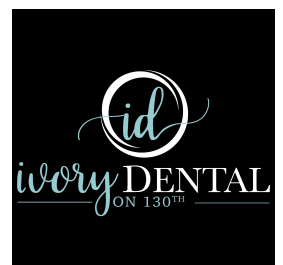
Please carefully review the Rules & Regulations for set up times, fees, and other important information.

Please submit completed applications by post/email/delivery to:

Rusveer Jones
c/o McKenzie Towne Council
40 McKenzie Towne Blvd. SE
Calgary, AB T2Z 4X5
Email: comms.rec@mtcouncil.com

For any questions, please call: (403) 781-6612 Ext. 2

Sponsored by:



Vendor Information

Business Name: _____
Vendor Name: _____
Address: _____
City/Town: _____ Postal Code: _____
Phone: _____ Cell Phone: _____
Email Address: _____
Website: www. _____
Instagram: @ _____ Facebook.com/ _____

Please indicate if you have participated as a vendor in our previous Christmas craft fairs: Yes No

Product Information

Please choose the category that best describes your product:

Produce Food/Baking Crafts Jewelry Other

If other, please describe: _____

Please list items you plan to sell at the Christmas Craft Fair:

What is the average cost of your products? \$ _____

Do you make, bake or grow this product yourself? Yes No

Is this product made in Alberta? Yes No

Is your product available anywhere else? Yes No

If yes, please list locations it is available: _____

Please select a stall option: Inside Stall NO POWER - \$40.00

Outside Wall Stall WITH POWER - \$55.00

Please attach any other product information you have, in product information, and/or certifications (if required). **Please include a minimum of 5 product photos.** This information will allow us to have a better understanding of your product so we can pass information on to our customers. Please attach as much information as you deem necessary.

All vendors will be provided with one 8' table and two chairs. Vendors will supply anything else they need for the market and are asked to set up their own stalls in a professional looking manner.

2018 McKenzie Towne Council Christmas Craft Fair Regulations

- The McKenzie Towne Council does not guarantee approval of vendors (this is an application only). Please **DO NOT include payment with your application. Payment arrangements will be made with you upon notification of acceptance to the Fair. Decision will be made after the October 15th deadline.**
- Vendors will be chosen on product offerings, market mix, quality and uniqueness of product.
- Preference of market space will be given to those who make, bake, or grow their products within Alberta.
- All products to be sold at the market must be listed on the vendor application. This is in place to ensure a market mix that will appeal to our customers. Vendors will be asked to remove any and all products not listed on their application from their display.
- All products sold at the Christmas Craft Fair must comply with the standards set out by Alberta Health Services. Information on the Health Rules and Regulations are available through Alberta Health Services at 403-943-1111 or online at www.albertahealthservices.ca. Necessary Health Certificates are the sole responsibility of the Vendor. **ALL VENDORS WISHING TO SELL FOOD ITEMS MUST COMPLETE THE ACCOMPANYING ALBERTA HEALTH SERVICES PARTICIPANT APPLICATION FORM.**
- All food products must be labeled with ingredients. Previously frozen products must be labeled with the date of freezing. All products must have a price listing.
- Any and all permits must be displayed at booth. These permits include, but are not limited to Health Region permits, etc.
- 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'.
- Resale of products is not allowed. It is unacceptable to purchase products from sources and sell them unaltered in the market place.
- Price fixing in the market is against the law. Sharp pricing and product dumping are not allowed. Changing prices during the market is discouraged.
- Please note, we may use your name, company, and/or product information on our website for advertising purposes.

2018 McKenzie Towne Council Christmas Craft Fair Rules

- The Craft Fair will be open between the hours of 10:00 am and 5:00 pm.
- Set-up is to begin no earlier than 8:00 am, and all vendors must be set up and ready to sell by 9:45 am.
- Outside stall vendors must arrive by 9:00 am for a booth check.
- Under **no** circumstances shall vendors sell their product before the Craft Fair opens at 10:00 am.
- **No** vendors shall pack up their display before the end of the Craft Fair at 5:00 pm. Vendors who pack up early will be suspended from future Markets/Fairs.
- Once you have been accepted as a vendor and you have remitted payment, there will be no refund issued if you choose to cancel your booking. Vendors must notify the Craft Fair Manager if they will be absent from the upcoming market at least 5 days before the start of the Craft Fair.
- Vendors are asked to create a unique and appealing display for their booth. However, any and all display material must fit within allotted space, and must be approved by the Craft Fair Manager.

All Vendors must come prepared with their own float and be ready to make change as required for their sales. McKenzie Towne Hall will not be providing change or cash back for Vendors of the Fair.

2018 McKenzie Towne Christmas Craft Fair Rules Cont'd

- All vendors are encouraged to carry individual liability insurance on their products and displays.
- Disputes among vendors at the fair will not be tolerated. The Craft Fair Manager has the final authority in all disputes. Vendors taking issue with other vendors or the Manager are asked to fill out an incident report form and return it to the Craft Fair Manager.
- The facility is under the control of the Craft Fair Manager. The facility is to be left in "as found condition or better" at the end of the Fair. Vendors are responsible for picking up all trash in front, under and around their table space. All display materials, boxes, personal garbage, etc. is the responsibility of the Vendor.
- No smoking is allowed on the Christmas Craft Fair site. Both vendors and customers may smoke only in designated areas outside and must be at least 15 meters off-site.
- The Craft Fair Manager is the vendor's advocate in the marketplace. Vendors are encouraged to bring concerns and problems directly to the Manager. The Manager has full control of operations and conduct in the marketplace and has the right to expel any person for just cause. If an individual is requested to leave the marketplace but refuses, the local police authority will be contacted to remove the said individual(s). Significant incidents will be recorded in writing and all parties involved are required to sign the statement. These statements will be made available to management for review.
- The Craft Fair Manager has the right to review and change any rules and regulations as necessary.
- All vendors and applicants must abide by these rules and regulations. The Craft Fair Manager reserves the right to deny any vendor space and may require Vendors to leave the Fair area in the event the said vendor fails or refuses to abide by the rules and regulations listed above.
- If we receive enough applications, another room will be opened and vendor placement is at the discretion of the event organizers.

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 listed above, and realize that any rules or regulations broken on my part may result in my expulsion from the McKenzie Towne Christmas Craft Fair.

Signature: _____

Date: _____

For office use only:

Payment: Debit 6Tsh Cheque Credit Total amount owing: \$ _____

Notes: _____

Sponsored by:

