

2018 HOME AND GARDEN APPLICATION

McKenzie Towne Council

March 24 | 10 am- 3 pm | 40 McKenzie Towne Blvd. SE

On March 24th, 2018, McKenzie Towne Council will host our second annual Home and Garden Show at McKenzie Towne Hall. Communities including McKenzie Lake, New Brighton, Copperfield, Cranston, Auburn Bay and Okotoks are always welcomed at these events, and on average, we have about 800 visitors to fairs/shows held by MTC.

We would love to hear from companies offering products in the following categories:

HOME

Bathrooms & Kitchens
Floor & Wall Coverings
Window Dressing
Furniture
Interior and Decorative Accessories & Objects
Interior Design Services
Lighting
Soft Furnishing & Tableware

GARDEN

Garden Accessories
Garden Design
Nurseries & Plants
Outdoor Furniture
Pots & Planters
Sculpture
Tools

Please ensure that your application is completed in full. You can either attach photos or have them available online by website, Facebook page, Instagram, etc. Applications must include link OR product photos. Applications without at least 5 photos available online or attached to the application will not be considered. Please email comms.rec@mtcouncil.com with your pictures or link. In the subject line write HOME AND GARDEN PHOTOS.

Applications are due by *February 28th, 2018*. Applications will not be accepted after this date. Vendor selection will take place between March 1st and 7th, 2018, once all applications have been submitted. Accepted vendors will be contacted shortly after to remit booth payment.

Hard copy applications can be returned to the McKenzie Towne Council:

Mail or Personal Delivery to:
Jessica Jaithoo
c/o McKenzie Towne Council
40 McKenzie Towne Blvd. SE
Calgary, AB
T2Z 4X5

Or by Email: comms.rec@mtcouncil.com

**Applications are due by:
February 28th, 2018**

Towne Hall Hours:

Monday to Saturday: 9am—9pm
Sunday and Holidays: 10:30 am- 6:00 pm

We hope that you will join us for our annual Home & Garden Show.

If there are any questions about the information in this package, please contact:

Jessica Jaithoo

Communications, Marketing and Events Coordinator
Phone: (403) 781-6612 Ext. 2
E-mail: comms.rec@mtcouncil.com



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HOME & GARDEN INFORMATION

The Home and Garden Show will take place in the gymnasium at McKenzie Towne Hall, located at 40 McKenzie Towne Blvd SE

Date: Saturday, March 24th

Time: Event runs from 10:00 am- 3:00 pm

Set-up starts at 8:30 am

All vendors MUST be set-up and ready for 9:45 am

Your stand must remain open until 3:00 pm, no exceptions

Location: 40 McKenzie Towne Blvd SE

Fees:

\$40- Inside Stall;
no power, no wall space

\$50- Outside Stall;
power and wall space

Each price includes an 8-foot table and 2 chairs. Vendors must supply anything else they need for their booth and ensure that their stalls are presented in a professional-looking manner

HOME & GARDEN REGULATIONS AND RULES

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 market. The decision will be made after the February 28th deadline.

Vendors will be chosen on product offerings, market mix, quality and uniqueness of the product. Preference of market space will be given to those who make 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.

Products sold by weight must be weighed on a scale that has been inspected and approved by federal authorities and must be labelled 'legal for trade'. Resale of products is not allowed. It is unacceptable to purchase products from sources and sell them unaltered in the marketplace.

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.

The Home and Garden Show will be open between the hours of 10:00 am and 3:00 pm. Set-up is to begin no earlier than 8:30 am, and all vendors must be set up and ready to sell by 9:45 am.

Under no circumstances shall vendors sell their product before the Home and Garden Show opens at 10:00 am.

No vendors shall pack up their display before the end of the market at 3:00 pm. Vendors who pack up early will be suspended from future fairs/shows.

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 Communications Coordinator 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 Communications Coordinator.

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 fairs/shows

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 Communications Coordinator has the final authority in all disputes. Vendors taking issue with other vendors or the Communications Coordinator are asked to fill out an incident report form and return it to the Communications Coordinator.

The facility is under the control of the Communications Coordinator. 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 tablespace. All display materials, boxes, personal garbage, etc. must be taken home with the vendor. Failure to leave the facility clean may result in the vendor being suspended from future fairs/shows.

No smoking is allowed on the site. Both vendors and customers may smoke only in designated areas outside and must be at least 15 meters off-site.

The Communications Coordinator is the vendor's advocate in the marketplace. Vendors are encouraged to bring concerns and problems directly to the Communications Coordinator. The Communications Coordinator 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 McKenzie Towne Communications Coordinator has the right to review and change any rules and regulations as it sees fit. All changes in rules or regulations will be brought to market vendors to sign, signifying their acknowledgement.

Any infraction of Home and Garden Show rules and regulations by vendors shall result in a written warning to the vendor. If this behaviour continues, the vendor will be asked to leave the fair, and will not be eligible to return.

All vendors and applicants must abide by these rules and regulations. The McKenzie Towne Communications Coordinator reserves the right to deny any vendor space and may require vendors to leave the market 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 may open and vendor placement is at the discretion of the event organizers.

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VENDOR APPLICATION FORM

Company Name:	Trade/Product:
Contact Name:	Phone:
Address with postal code:	Social Media Handles:
Email:	Website:

TABLE RATES

\$40- Inside Stall;
no power, no wall
space

\$50- Outside Stall;
power and wall space

*each price includes an
8-foot table and 2
chairs*

YOUR APPLICATION CHECKLIST

- Photographs or link to images (instagram, facebook page, etc.)
- Application filled out in full
- Stand photo from previous show (if applicable)

BROUGHT TO YOU BY:



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VENDOR APPLICATION FORM CONT'D

Please choose the category that best describes your product:

- home renovation garden renovation interior/exterior design furniture design
 trades tools other

If other, please describe:

Please list the items you plan to sell or showcase at the Home and Garden Show:

What is the average cost of your products?

Where are your products available to purchase?

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 Home and Garden Show.

Signature:

Date: