



**VENDOR APPLICATION MONTGOMERY FESTIVE ARTISAN MARKET**

Montgomery Community Association welcomes artisans to apply for our Festive Artisan Market November 29<sup>th</sup> & 30<sup>th</sup>, 2019. This event will showcase local artisans and hand-crafted products. We are striving to provide our customers with a wide range and a unique mix of handmade products. We will not be accepting vendors who feature Tupperware, Norwex, Avon, Scentsy or other similar home based businesses. Advertising will be highlighted in our Community newsletter, on our social media platforms, high visibility graphic banners and each artist is encouraged to self-promote their attendance as well.

**Location:** Montgomery Community Association  
5003 – 16<sup>th</sup> Ave NW, Calgary, AB T3B 0N2  
**CORNER OF: Trans-Canada Highway and Home Road NW**

**We thank all vendors for applying, we will not accept applications after the September 30<sup>th</sup>, 2019 application deadline.**

**Vendor Contact Information**

Vendor Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_ Instagram: \_\_\_\_\_

**Market Dates & Set Up**

**Dates/Times:**  
Friday November 29, 2019 6 – 8 pm **VENDOR VIP GUEST ‘WINE & CHEESE’ (set up 3 - 6 pm)**  
Saturday November 30, 2019 10 am – 3 pm Market open to public  
**Take down 3 – 4:30 pm, not before 3 pm**



### Rules and Regulations

- The Festive Artisan Market does not guarantee approval of vendors (this is an application only). Please DO NOT include payment with this application.
- Vendors will be notified within two weeks of submitting their applications and payment arrangements will be made upon notification of acceptance to the Market.
- Vendors will be chosen on product offerings to ensure a balanced mixed market featuring handmade and unique products made by local artists.
- All vendors need to ensure they have enough merchandise for the event.
- All products sold at the Market need to be listed on this application.
- Vendors are asked to create an appealing display for their booth. Vendors are to ensure any and all display materials fit within the allotted space and with approval of the Market Managers.
- All products sold at the Market 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 on-line at [www.albertahealthservices.ca](http://www.albertahealthservices.ca). Necessary Health Certificates are the sole responsibility of the vendor.
- All food products must be labelled with the ingredients. Previously frozen products must be labelled with the date of freezing.
- All products must have a price listing.
- Vendors are encouraged to carry liability insurance on their products and displays.
- Any and all permits must be displayed at each vendor booth. These permits include but are not limited to Health Region permits, etc.
- All Vendors must come prepared with their own float and be ready to make change as required for their sales.
- Please note that we may use your name, company, and/or product information on our website/social media and in advertising materials.
- The Montgomery Community Center is to be left in the same order it was set up in. All vendors are required to clean up display area and remove all products, displays, garbage etc.

### Rental Details

Please check the option(s) below that best suit your market needs:

- Stall Rental 6' table and two chairs \$60
- Stall Rental 8' table and two chairs \$80 (limited number)
- Power supply at table (limited # of tables available these cannot be guaranteed)

Cancellation Policy: Prior to November 1, 2019 a refund less the \$20.00 admin fee will be issued  
After November 1, 2019 no refunds will be issued

**I have read and agree with the Festive Artisan Rules & Regulations, and agree to abide by them.**

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

**Product Information**

Montgomery's Festive Artisan Market is focused on promoting local handmade artisans, describe your product(s) within this framework?

Please list ALL your products you wish to sell at the Market: (or attach a separate page).

**Promotions, Samples, Advertising**

Preference will be given to vendors willing to participate in the following programs:

- Door Prizes
- Invited Guests for preview (wine & cheese)
- self-promotion on social media platforms

**All Market proceeds are raised in support of MCA's community programs and events.**

**Application Details**

**Email:** mcac@telus.net  
**Mail/Courier:** Festive Artisan Market  
Montgomery Community Association  
5003 – 16<sup>th</sup> Ave N.W.  
Calgary, AB T3B 0N2

**Phone/Fax:** (403) 247-3116      **f:** (403) 247-3150