



## 2023 Vendor Application Form Grand South Christmas Market New Brighton

The New Brighton Residents Association (NBRA) will be hosting our Annual Christmas Market on Saturday, November 18th from 10am-3pm.

In previous years this market has seen on average 1200 attendees, pulling from the surrounding areas such as Copperfield, McKenzie Towne, McKenzie Lake, Mahogany, Auburn Bay and Cranston.

This year's Christmas Market will be held in conjunction with Auburn Bay, McKenzie Towne, Cranston and Mahogany with a large door prize being up for grabs for those shoppers attending all 5 markets that day.

This event will feature 27 indoor exhibitors offering customers a wide variety of products. Vendors will be a combination of small businesses, persons who design, create and hand made products and home business entrepreneurs. There will be no direct competing products or services from the same company permitted.

This application will allow the New Brighton Residents Association to evaluate vendors and to ensure a diverse mix of products/services. Please ensure your application is completed in full and ensure any certifications needed are attached.

Please submit your completed application to the New Brighton Residents Association via email, fax or in person:

**Main Office Delivery:**

New Brighton Residents Association  
Attn: Special Events Coordinator  
2 New Brighton Drive S.E, Calgary AB T2Z 4B2

***Please note: This is a request only and does not guarantee you as an exhibitor until approved by the Special Events Coordinator***

**Applications became available on August 15th, 2023**

**Application deadline is November 3rd, 2023 or until space is full**

***If you have any questions regarding the information within this package, please contact the Special Events Coordinator:***

**Phone:** 403-781-6613 ext 3

**Fax:** 403-781-6611

**Email:** [recreation@nbra.ca](mailto:recreation@nbra.ca)



NEW BRIGHTON  
RESIDENTS ASSOCIATION



## Christmas Market Rules and Regulations

The New Brighton Residents Association does not guarantee approval of exhibitors (*this is an application only*). **Please DO NOT include payment with your application. Payment arrangements will be made with you upon notification that you have been accepted as a vendor.**

Only one business is permitted per table.

Vendors will be chosen on product offerings, diversity, quality and uniqueness of your product/service. Although there may be other vendors with the same/similar products, no competing products from the same company will be permitted, and the number of these vendors will be capped based on the total number of vendors. Wait listed vendors will be taken on a first come, first serve basis.

All products to be sold must be listed on the application. This is to ensure we maintain diversity of the market. Vendors will be asked to remove any and all products not listed from their display.

All food products must be labeled with ingredients. Previously frozen products must be labeled with the date of freezing. Products containing nuts may not be sampled to shoppers and must be clearly labeled. All food vendors will be required to complete an AHS Special Event Food Vendor Notification Form. All food must be prepared in an AHS approved kitchen.

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."

Price fixing is against the law.

Please note we may use your name, company and/or product information for advertising purposes.

Refunds of fees will not be granted for cancellations occurring within 2 weeks of the market. Cancellations occurring prior to this time will be subject to our \$15.75 admin fee. Vendors must notify the Special Event Coordinator if they will be absent for the upcoming event at least 5 days prior to the event.

No pets or animals of any type are permitted on the property.

All vendors are encouraged to carry individual liability insurance on their products and displays. The NBRA is not responsible for any lost, stolen or damaged goods.

Disputes among vendors will not be tolerated. The Special Events Coordinator and/or NBRA have final authority in all disputes. Vendors taking issue with other vendors or the NBRA are asked to fill out an incident report form and return it to the facility.

The facility is to be left in the same condition or better at the end of the event. Vendors are responsible for picking up all trash in front, under and around their table space. All display materials, boxes, personal garage, etc must be taken home with the vendor. Failure to leave the facility clean may result in the vendors being suspended from future market events.

No smoking of any sorts is permitted inside the gated facility and park.

The Special Events Coordinator/NBRA has the right to make changes to any rule and regulations. Vendors will be notified of all changes to the rules or regulations.

All vendors and applicants must abide by these rules and regulations. The Special Events Coordinator reserves the right to deny any vendor space and may require vendors to leave the facility in the event the said vendor fails or refuses to abide by the rules and regulations listed above.

**Any infraction of these rules and regulations by exhibitors shall result in a warning. If this behaviour continues, the vendor will be asked to leave the event and will not be eligible to return.**







## Christmas Market Information

- Day:** Saturday, November 18, 2023 from 10am - 3pm
- Time:** 10am to 3pm  
Exhibitors may **arrive no earlier than 8:30am** and **no later than 9:30am** for setup  
- All vendors must be setup and ready for 9:45am  
- If your table is not setup or you have not arrived on site by 10:15am, your table will be removed from the market. At this point no refund will be issued  
- Products must not be sold before the event start time of 10am  
- Vendors must remain set-up until 3pm; **No exceptions**
- Location:** New Brighton Residents Association  
2 New Brighton Drive S.E, Calgary, AB T2Z 4B2
- Parking:** Once vendors have unloaded the NBRA asks that all vendors park furthest away from the front doors to ensure shoppers receive close parking spots.
- Vendor Fee:** 1 Table Inside - \$70 + GST  
2 Tables Inside - \$92 + GST (*please note we only have 5 doubles available*)  
  
-Tables and chairs will be provided to all vendors. The tables are 6" ft rectangles.  
- All tables must have a linen and be set up in a professional looking manor. Linens are available for an extra charge of \$10.00 plus GST
- Special Requests:** All special requests; outlets, near a wall, additional chairs, etc must be included in the application process. We will do our best to accommodate all requests, however, all requests will be approved on a first come first serve basis.



2023 Vendor Application Form  
**New Brighton's Christmas Market**  
Saturday, November 18, 2023 from 10am-3pm

**Vendor Information**

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

Your Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website/FB/IG Page: \_\_\_\_\_

**Product Information**

Please indicate if you have participated as a vendor in any of our previous markets:

Christmas Craft Market    Yes        No                      Community Street Market        Yes        No

Please choose the category that best describes your product:

Fashion    Beauty    Health    Crafts    Home    Baby    Clothes    Other:

Please list **all** items you plan to sell at the Christmas Craft Market: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many tables are you requesting?    1                      2

Number of chairs at your table?            1                      2                      3

Did you make this product yourself?    Yes/No

Is your product available elsewhere?    Yes / No

Please indicate if you wish to be added to the waitlist if a spot is currently not available: Yes / No

*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 of the market and realize that any rules or regulations broken on my part may result in my expulsion from the New Brighton Christmas Market.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

