



Grand South Christmas Market

2024 New Brighton Residents Association *Vendor Application Form*

The New Brighton Residents Association (NBRA) will be participating in the annual Grand South Christmas Market on Saturday, November 16th, from 10am-3pm.

At our 2023 Christmas Market, the New Brighton Clubhouse saw almost 1000 unique attendees. The Grand South Christmas Market has traditionally taken place in Copperfield, McKenzie Towne, McKenzie Lake, Mahogany, Auburn Bay, and Cranston.

This year's Grand South Christmas Market will be held in conjunction with Auburn Bay, McKenzie Towne, Cranston, and Mahogany.

Our Clubhouse will be featuring 27 indoor vendors showcasing a wide variety of products. Vendors will be a combination of small businesses, industry creatives, handmade products, and home business entrepreneurs. There will be no direct competing products or services offered from the same company permitted.

This application will allow the NBRA to evaluate vendors to ensure a diverse mix of products/services are available at our market. Please ensure this application is completed in full to the best of your abilities, with any needed certifications attached.

Please submit completed applications to New Brighton via **email, fax, or in person**:

Main Office Delivery:

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

Please note: **this application is a request and does in no way guarantee you a vendor spot** at the 2024 Grand South Christmas Market until you are approved by the Special Events Coordinator. Application deadline is November 11th 2024 (or until space is full)

If you have any questions regarding the information in this application, please reach out to our Special Events Coordinator.

Danny Markle
Phone: 403-781-6613 EXT 3.
Fax: 403-781-6611
Email: events@nbra.ca

Grand South Christmas Market

Rules & Regulations

- This is an **application only** and does in no way guarantee you a vendor spot
- Please **do not** include payment with this application, payment will be arranged upon approval to the 2024 Grand South Christmas Market
- Only 1 business is permitted per-table
- Vendors may be chosen by product offering/diversity/quality or uniqueness
- There may be other vendors with similar products at the market
- Wait listed vendors will be contacted on a first come, first serve basis
- All products to be sold must be listed on this application
- All food products must have ingredient list posted in public view or included with purchase
- Previously frozen products must be labeled with the date of freezing
- Products containing any nuts **may not** be sampled to shoppers and are required to be labeled
- Food vendors are 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 strictly against the law**
- Please be aware that we may use your company name and/or product information for advertising
- 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 Events Coordinator if they will be absent for the market at least 5 days prior to the event date
- 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 display materials
- 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 staff have final say in all disputes. Vendors taking issue with other vendors, or the NBRA, are encouraged to fill out an incident report form and return it to the Clubhouse at the earliest time
- The facility is to be left in the same condition at the end of the event
- Vendors are responsible for picking up all trash around their table space, all display materials, boxes, personal garbage, etc. must be taken home with the vendor. Failure to leave the facility clean can result in specific vendors being asked not to return to future markets
- Absolutely no smoking is permitted within the gated facility and park space
- The Special Events Coordinator and/or NBRA staff has the right to make changes to any rule or regulations. Vendors will be notified of all changes to rules and regulations
- All vendors must abide by the previous rules and regulations, the Special Events Coordinator reserves the right to deny any vendor space, and may require vendors to leave the facility if said vendor fails, or refuses to abide by rules and regulations listed above

Any infraction of these rules/regulations by vendors shall result in a warning. If behavior persists, the vendor will be asked to leave the event.



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Important Information



Day:

- Saturday, November 16th, 2024


Time:



- 10am-3pm
- Vendors **may arrive no earlier than 8:30am** and **no later than 9:30am**
- All vendors must be setup in full by 9:45am
- If you have not arrived by 10:15am, your table will be removed from the market and no refund will be issued
- Products must **not be sold** before the official start of the market at 10am
- Vendors **must remain** on-site until 3pm, **no exceptions**

Location:

- New Brighton Residents Association - Clubhouse
- 2 New Brighton Drive SE, Calgary, AB, T2X 4B2

Parking:

- Once vendors have unloaded all materials/products, the NBRA asks that all vendors park in areas which are further from Clubhouse to allow parking for attendees
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Important Information Cont.

Additional Information & Fees:



- All tables are located inside the NBRA Clubhouse in either our Studio Room, Banquet Room, Board Room, or Skate Change Room
- Adequate signage will be positioned inside the Clubhouse on the day-of the event to ensure attendees are aware of all vendor location
- Tables are standard 6' folding plastic banquet tables
- All tables **must have linen covering** and be setup in an organized manner
 - A 6' black tablecloth can be provided for \$10.00+GST

1 Table - \$80+GST

2 Tables - \$100+GST (*limit of 5 doubles available*)

Special Requests

All special requests; outlets, near certain areas, additional chairs, early setup options, etc. must be included in this application. The NBRA will do its absolute best to accommodate all needs and requests.



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Vendor Information

Business Name: _____

Your Name: _____

Address: _____

City: _____ **Postal Code:** _____

Phone #: _____ **Alt Phone #:** _____

Email Address: _____

Website/Facebook/Instagram: _____

Product Information

Please choose the category which best describes your product(s):

Fashion Beauty Health Crafts Home Baby Clothes Other

Please list all items you plan on selling at the Grand South Christmas Market:

How many tables are you requesting: 1 2

How many chairs are you requesting: 1 2 3

Do you make your products yourself? Yes No

Is your product available easily elsewhere? Yes No

I, _____, declare all information on this application to be complete and accurate to the best of my knowledge. I agree to abide by all rules and regulations as listed in this document.

Signature: _____ **Date:** _____