



Marketplace at Callingwood Shopping Centre Pop-Up Night Market – June 21, 2019, 4-8pm

The Marketplace at Callingwood Shopping Centre is pleased to present a Pop-Up Night Market on June 21, 4-8pm. This open-air community market will be set up in the south parking lot of the shopping centre. There will be live entertainment, buskers and other family friendly activities. The market will be advertised online, on social media, posters in the community and road sign.

Vendor rates:

\$30 for 10'x10' parking stall.

6' table is supplied.

Vendor to supply tent.

No power is available.

Insurance:

A copy of certificate of liability insurance must be received prior to set up on June 21, 2019.

RULES & REGULATIONS

1. Vendors may only sell products which have been approved by the market manager. Any changes or additions to products must be requested in advance of the market day.
2. All products sold at the market must be high quality. Used or flea sale items are prohibited.
3. Vendors must have cash and carry products at the market to sell. Vendors wanting only to advertise products or services will not be accepted into the market.
4. All vendors are expected to conduct themselves in a professional and ethical manner at the Market. Expected conduct includes proper attire, language, attitudes, and business practices that positively reflect on the reputation and values of the Market and enjoyable experience of the vendors and customers. Offensive or disruptive conduct is prohibited.
5. Vendors are not permitted to leave their stalls to acquire customers, or to distract customers while they are at other vendors stalls.



6. The Callingwood Pop-Up Night Market is a public market, and therefore all food sold at the market must be prepared in an approved facility with a valid food handling permit. Vendors selling food must meet all Alberta Health Services guidelines. Food products must have proper labeling as dictated by the Canadian Food Inspection Agency.
7. Vendors must provide their own tents, table cloths, weights, and display equipment. Weights must be a minimum of 20 pounds each and be adequately secured to all 4 tent legs (rubber straps are prohibited). Market manager reserves the right to take down tents that are not sufficiently anchored.
8. All equipment, displays, and signs must be placed within the allotted vendor space.
9. Market stall allocation will be based on an overall market plan. Vendor spacing and placement is at the sole discretion of the market manager.
10. Vendors are required to be in their stalls no later than 30 minutes prior to opening time.
11. After unloading products, please move your vehicles promptly to the designated parking areas (see separate map or Marketing Manager) so customers have easier access to the Market
12. No vendor may sell any product to the public prior to the Market opening on June 21 at 4:00 pm, and no vendor may disassemble his/her stall prior to the 8:00pm closing time. A bell will be rung to begin the market as well as to close the market.
13. No one is permitted to leave early. Public safety is the responsibility of everyone at the market. We have a zero tolerance policy for anyone who does not follow this regulation.
14. Vendors are responsible for removing all garbage and recycling from their area and disposing of it off-site. Vendors operating concessions or providing samples must supply adequately sized garbage cans in a location easily accessible to customers.
15. Vendors are required to pay for their stalls before they set up.



16. Vendors must notify the market manager of cancellation of stalls a minimum of 24 hours prior to June 21, 2019. Failure to cancel within 24 hours will result in the vendor being charged \$30.00 for each 10 foot stall which was reserved. In the event of an emergency, vendors must call the market managers at the cell number provided.
17. All stall payments are non-refundable. No refunds will be given for cancellations. If the market is cancelled due to weather or an emergency, vendors will not be refunded stall fees.
18. The market will run if it is raining and there are no safety concerns. If a severe weather warning occurs before the market, the market manager will postpone set up until after the warning has ended. If a warning occurs during the market, and it appears it would impact the market, the market will be cancelled immediately. The market will not reopen.
19. No animals are permitted to be in market stalls at any time.
20. Vendors are not permitted to smoke within the market area.
21. Vehicles may not be left running during market hours.
22. Generators must not interfere with other vendors and/or customers.
23. B.C. fruit vendors may only sell B.C. fruit. Fruit from any other province or state is not permitted. Inspection slips must be available at each market
24. Vendors not adhering to these policies will be required to leave the Market and forfeit any money paid.

Wayne Hryniw, Manager
Callingwood Pop-Up Night Market
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Callingwood Pop-Up Night Market Application Form

Date: _____, 2019

Name: [input box]

Address: [input box]

City: [input box]

Postal Code: [input box]

Phone: [input box with Area Code label]

Evening [input box]

Email: [input box]

Product to be sold

Two columns of five horizontal lines each for listing products.

I have vendor insurance and have attached / will forward a copy to the Farmers' Market Manager. Please check one.

- Yes
No

Vendor Signature