

Crestmont Christmas Market

Vendor Agreement

The following agreement outlines the business relationship between the business that is renting display space at the Crestmont Christmas Market (The “**Vendor**” or “**Vendors**”) and the Crestmont Community Association (The “**CCA**”) who is putting on the Crestmont Christmas Market event at the Crestmont Hall in Calgary (12400 Crestmont Blvd SW, Calgary, AB T3B 5W5).

1. Space Rental Payment

Successful Vendors will receive a letter of acceptance (via email), and an invoice for applicable rental amount. If not accepted, applicants will receive notice on or before **October 30, 2017**.

The CCA reserves the discretion to grant or refuse any request from individuals or companies wishing to exhibit in the show and an application form must be completed for every Vendor <https://goo.gl/forms/efcbi5znzbMdHZXF2>

2. Cancellation Policy

Please note that your space rental fee is non-refundable after **October 30, 2018**.

3. Pricing

Product pricing must be prominently displayed on all vendor items.

4. Subletting/Shared Space

Subletting space is prohibited. The Vendor shall not assign, sublet or a portion the whole or any part of the space allocated by The CCA to The Vendor. At the discretion of the The CCA, two vendors may be allowed to rent one space.

5. Exhibit Space Information

The CCA agrees to supply tables, however linens for tables and additional décor of your designated space is the responsibility of The Vendor. Vendors will be responsible for the setup of their own exhibit. The Vendor agrees to confine its activities to the exhibit space provided to them.

6. Assignment Of Exhibit Space

Exhibit space will be allocated by The CCA. The CCA reserves the right to relocate exhibits which may be affected by a change in the floor plan, or in the interests of optimum traffic control and exhibit exposure.

The CCA will not be held liable if competitive Vendors are adjacent to or opposite each other, but, if possible, efforts will be made to allocate space on a basis fair to all Vendors.

No major changes to displays are permitted during public show hours.

7. Security

The CCA will not be responsible to a Vendor for any loss or damage caused as a result of the booth being opened and unattended during show hours. CCA representatives will be in the

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building during the show hours and outside the show hours the Crestmont Hall will be locked and secured. The CCA is not responsible for lost, stolen or damaged goods. We recommend that you do not leave your booth unattended during Market hours. we encourage you to cover your display during non-show hours and take your cash box (if applicable) with you.

8. Set-Up

All vendors must be set up within the time specified: ***Friday, November 16th from 4:00pm - 6:00pm.***

As a courtesy to other vendors, please unload as quickly as possible and move your vehicle to the designated parking area.

Vendors will be allowed access to the building 1 hour prior to the market opening hours on Saturday & Sunday.

9. Arrangement of Exhibits

Displays must not protrude beyond your assigned area or obstruct the view of the neighbouring tables, and may not be taller than 8 ft. in height except in specified areas. Please advise at time of application if display exceeds 8' in height. Vendor may not attach displays to walls, structural supports, or flooring in the Crestmont Hall, nor may it suspend anything from the ceiling or rafters. The CCA and the Crestmont Hall reserves the right to restrict the use of glaring or irregular lighting effects, glitter or other "messy" products. Company name must be prominently displayed on Vendor table.

10. Dismantling and Removal

No Vendor shall dismantle or remove any part of its display before the time scheduled as specified: ***Sunday, November 18th 4:00pm - 6:00pm***

Any material remaining after the cut off time of November 18th at 6pm may be removed by The CCA at Vendor's expense.

11. Character and Conduct

All displays and promotional literature must be in good taste. The product or service must be presented in a professional manner.

12. Food

Any Vendors providing food or drink items must meet and comply with City of Calgary Procedures, Fire and Public Health regulations and may be inspected at the event. Vendors must indicate on application form if food will be served/sampled. The CCA reserves the right to cease any sampling or serving of food by vendors if regulations are not met.

13. Samples, Raffles, Draws, Alcohol

Free samples may be distributed if approved by The CCA prior to the Crestmont Christmas

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Market opening. Orders for products may be taken and merchandise may be sold at cash retail prices. If a charitable organization, raffles may be conducted with the proper licensing in place. All Vendor draws and promotional giveaways must be approved by The CCA. The CCA reserves the right to cease any promotional activities that do not meet with the above criteria.

The sale and/or distribution of wine, liquor or beer is strictly prohibited in the Crestmont Hall.

14. Soliciting

To protect the privacy of our shoppers, we would like to advise that you cannot:
Collect shoppers' personal information for purposes other than related to their purchases at the Crestmont Christmas Market.

15. Noise

The Vendor shall at the request of The CCA stop the use of loudspeakers, microphones, amplifiers, musical instruments, gramophones, radios, film equipment or any other item that emits audio. The CCA may have recorded or live music available throughout the market hours and no vendor activity shall disrupt the CCA music.

16. Care

It is the Vendor's responsibility to keep their area clean and orderly throughout the show and to ensure it is ready for opening at the time the show opens each day.

Garbage must be taken to and placed in the garbage bin.

Cardboard is to be taken to and placed in the cardboard bin.

17. General Show Area

All lobbies, corridors, aisles, restrooms, food and beverage concessions, and special assembly rooms will be considered as general show areas to be used for the movement and flow of the public and/or for their entertainment and convenience. No Vendor will be permitted to use these areas for the display or distribution of products, services or their attendant literature, unless pre-approved by The CCA.

19. Safety, Fire And Health

The Vendor will adhere to all local fire & safety regulations. Vendor shall be properly insured for same.

20. Liability

The CCA shall not under any circumstances whatsoever be liable or responsible for:
(a) any loss, damage, theft or destruction whatsoever or howsoever caused to any goods, equipment or any other property belonging to the Vendor or for which the Vendor is responsible

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(b) any damage or injury suffered by the Vendor or his servants or agents, or by any other person

(c) any loss, damage, injury, or cost whatsoever suffered by the Vendor by reason of any change in the date, time or place of Exhibition or the abandonment thereof.

21. Parking

During market hours no vehicle will be permitted to stop or park in front of the Crestmont Hall for any reason in order to protect the safety of the other vendors and pedestrian customers. Instead vehicles must be parked in designated parking stalls in the Crestmont Hall parking lot.

Any unauthorized vehicle may be tagged and towed from the hall grounds.

22. General

All matters and questions not covered by these Terms and Conditions are subject to the decision of The CCA. In addition, The CCA shall have full discretion in the interpretation and enforcement of all terms and conditions contained herein and the authority to make such amendments thereto and such further rules and regulations governing the conduct of the participation in the show as it shall consider necessary for the proper presentation of the show.

Vendor agrees to abide by all decisions of The CCA and further agrees to cease any activity that The CCA deems to be a violation of the terms and conditions and to follow the directive of The CCA.

By signing the Crestmont Christmas Market Vendor Agreement below, I agree to the above Terms and Conditions.

Vendor Company Name

x _____

Your Signature

Date: _____

Print Your Name