



CRANSTON  
RESIDENTS ASSOCIATION



## CENTURY HALL CHRISTMAS BAZAAR 2017 – VENDOR APPLICATION INFORMATION

The Cranston Residents Association (CRA) will be hosting our Annual Christmas Bazaar on Saturday, November 25, 2017 from 10:00AM – 3:00PM. The community of Cranston is currently 6500 homes strong and growing. With many other surrounding communities, a huge potential for shoppers attending this event has been provided to us. The 2016 Bazaar had more than 700 shoppers in attendance!

The primary objective of the Christmas Bazaar is to showcase vendors that design and create their own artisan items. Preference may be given to exhibitors with products which are made or grown locally. Our goal is to offer our customers a wide range of unique products.

This application process will allow the CRA to evaluate and select vendors to ensure a healthy market mix for shoppers and vendors. We realize that passion is the key ingredient to success in any market setting. We know your passion will keep customers satisfied while keeping your business viable.

Please ensure that your application is completed in full and ensure any required certifications needed are attached prior to submitting.

Please submit completed applications to the CRA via mail, email, fax or in-person.

**PLEASE NOTE:** *This is an application only and does not guarantee you as an exhibitor until such time that your application has been approved by the CRA.*

### Mail or In-Person

Cranston Residents Association  
Attn: Recreation Manager  
11 Cranarch Road SE  
Calgary AB T3M 0S8

### E-mail:

[programs@cranstonresidents.ca](mailto:programs@cranstonresidents.ca)

### Fax:

403.781.6655

Should you have any questions regarding the Cranston Christmas Bazaar or the information in this package, please contact the Recreation Manager at 403.781.6614 ext. 2 or by email at [programs@cranstonresidents.ca](mailto:programs@cranstonresidents.ca).

**Application Deadline:** November 14, 2017 at 4:00PM

**Approval Notification:** No later than November 18, 2017 *(This is dependent on when the application is received).*

## CRANSTON CHRISTMAS BAZAAR 2017 INFORMATION

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- Day:** Saturday, November 25, 2017
- Time:** 10:00AM – 3:00PM  
Vendors may arrive no earlier than 8:00AM for setup and must have set up complete and be ready to sell no later than 9:45AM.  
There is no selling permitted prior to the official start of the fair at 10:00AM  
**Vendors must remain set up until 3:00PM, no exceptions.** Failure to follow this policy can lead to future applications being denied.
- Location:** Century Hall (Gymnasium & Heritage Hall)  
11 Cranarch Road SE  
Calgary AB T3M 0S8
- Parking:** Once unloading is complete, vendors are encouraged to park their vehicles closest to the Century Hall Park, to allow easier access for customers.
- Vendor Fees:** 1 x Table - \$50.00  
2 x Tables - \$70.00  
Access to power - \$10.00 additional – limited availability on first come first served basis.  
Table Cloth Rental - \$5 for single, \$10 for double

Each Vendor will be provided with 1x6ft table and two chairs. One additional table can be purchased for \$20.00. No vendors may exceed two tables. We request that all tables be set up in a professional manner.

A single table provides a space of 6ft wide. Should your display occupy more space than would be provided with your number of requested tables, additional charges will apply.

## CRANSTON CHRISTMAS BAZAAR RULES AND REGULATIONS

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The CRA does **not** guarantee approval of vendors. 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.**

Vendors will be chosen based on product offerings, market mix, quality of goods and the uniqueness of your product. Although there may be other exhibitors with similar products, we will do our best to minimize competing products.

Products offerings can/will include home based business. This may include, but is not limited to: Epicure, Valeta, Scentsy, Arbonne, Norwex, etc. Only one vendor per business will be permitted at the Bazaar.  
Preference may be given to vendors with products that are produced locally.

All food products must be labelled with ingredients. Previously frozen products must be labelled with the date of freezing. Products containing nuts may not be sampled to shoppers and must be clearly labelled. 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 labelled 'Legal for Trade'.

Resale of products is not allowed. It is unacceptable to purchase products from sources and sell them unaltered in the market place.

Price fixing is against the law. Sharp pricing and product dumping products are not allowed. Changing prices during the market is discouraged.

## **CRANSTON CHRISTMAS BAZAAR RULES AND REGULATIONS cont.**

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Please be aware that we may use your name, company and/or product information for adverting purposes.

The Christmas Bazaar will be open from 10:00AM – 3:00PM.

Set-up is to begin no earlier than 8:00AM and exhibitors must have set up complete and be ready to sell by 9:45AM.

Vendors are **not** permitted to sell their products prior to the official start of the sale, at 10:00AM.

Vendors are not permitted to pack up their display before the end of the event at 3:00PM. **Exhibitors who pack up early may be suspended from all future sale events at Century Hall.**

**Refunds are not available for cancellations or no shows at any time.** Exhibitors must notify the Recreation Manager if they will be absent from the upcoming event a minimum of 5 days prior to the scheduled event.

Vendors are asked to create a unique and appealing display for their booth. However, any and all display material must fit within your allotted space and must not interfere with neighbouring vendors.

Requests for additional tables will not be permitted after November 21, 2017.

No pets or animals of any type are permitted, with the exception of certified service pets.

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

Disputes among exhibitors will not be tolerated. The Recreation Manager and/or CRA have the final authority in all disputes. Vendors taking issue with other vendors or the CRA are asked to fill out an incident report form and return it to the CRA or the Recreation Manager.

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 garbage, etc. must be taken home with the vendor. Failure to leave the facility clean may result in the vendor being suspended from future sale events at Century Hall, and/or subject to additional cleaning fees.

No smoking or vaping is permitted in Century Hall. Both vendors and customers may only take part in these activities in the outdoor designated areas.

All vendors and applicants must abide by these rules and regulations. The Recreation Manager reserves the right to deny any vendor space and may require exhibitors 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 vendors shall result in a verbal warning. If the behaviour continues, the vendor will be asked to leave the event and will not be eligible to return for the day and/or additional events.

**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.**

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