



CENTURY HALL PUPPY PLAY DATE 2017 – VENDOR APPLICATION INFORMATION

The Cranston Residents Association (CRA) will be hosting our 1st Puppy Play Date on Saturday, September 16, 2017 from 10:00AM – 1:00PM. The community of Cranston is currently 6500 homes strong and growing. With many other surrounding communities, a huge potential for shoppers and future customers will be attending this event.

The primary objective of the Puppy Play Date is to bring local dog owners together from the South East communities of Calgary and to showcase local businesses that are targeted towards dogs of all kinds. Our goal is to offer our attendees 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 attendees 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:

recassistant@cranstonresidents.ca

Fax:

403.781.6655

Should you have any questions regarding the Puppy Play Date or the information in this package, please contact the Recreation Assistant at 403.781.6614 ext. 2 or by email at recassistant@cranstonresidents.ca

Application Deadline: September 8, 2017 at 4:00PM

CRANSTON'S PUPPY PLAY DATE 2017 INFORMATION

Day: Saturday, September 16, 2017
Time: 10:00AM – 1:00PM
Vendors may arrive no earlier than 9:00AM for setup and must have set up complete and be ready to sell no later than 9:50AM.
There is no selling permitted prior to the official start of the puppy play date at 10:00AM
Vendors must remain set up until 1:00PM, no exceptions. Failure to follow this policy can lead to future applications being denied.

Location: Century Hall (Parking Lot)
11 Cranarch Road SE
Calgary AB T3M 0S8

Parking: Once unloading is complete, vendors are encouraged to park their vehicles across the street by Sobeys, to allow easier access for customers (as we will be using the parking lot for the event).

Vendor Fees: 1 x Table - \$50.00 (no selling, strictly to advertise)
2 x Tables - \$70.00 (no selling, strictly to advertise)
1 x Table - \$100 (selling + advertisement)
2 x Tables - \$120 (selling + advertisement)
Access to power – no charge – limited availability on first come first served basis.

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. All vendors need to provide their own table cloths (and tents if they wish to use one).

CRANSTON'S PUPPY PLAY DATE RULES AND REGULATIONS

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.

All food products must be labelled with ingredients. Previously frozen products must be labelled with the date of freezing.

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'S PUPPY PLAY DATE RULES AND REGULATIONS cont.

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

The Puppy Play Date will be open from 10:00AM – 1:00PM.

Set-up is to begin no earlier than 9:00AM and exhibitors must have set up complete and be ready to sell by 9:50AM.

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 1:00PM. **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 September 13, 2017.

Dogs are allowed to sit alongside you at your booth, however need to remain on a leash at all times.

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 on-site. 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.**
