

Merry Market

Trade Show & Craft Fair

Presented by:



Blackfalds & District
CHAMBER OF COMMERCE

Saturday, Nov 18, 2017 10 AM - 4 PM
& Sunday, Nov 19, 2017 10 AM - 4 PM
at the **Blackfalds Abbey Centre, 4500 Womacks Rd**

Dear Chamber Members & Business Owners,

The Blackfalds & District Chamber of Commerce is pleased to announce our Christmas Trade Show, the Merry Market! It is open for all Business owners. We are sure this year's Merry Market will be an exciting and profitable event for all of our participating vendors.

Included in your booth fee:

- * 5' table(Not draped) and two chairs for the two day market OR bring your own table for \$10 off
- * radio advertising
- * newspaper advertising
- * online advertising campaign
- * Participation in the local Passport to Christmas Campaign
- * Vendors Lounge - serving refreshments and a small lunch
- * The Chamber will have staff available to help bring in your merchandise
- * \$1000 in Merry Money to be given away to be spent only at the Merry Market!

Please forward your completed application form & initialed and signed show "Rules and Regulations" with payment to:

PO Box 249, Blackfalds, AB T0M 0J0 or yourblackfaldschamber@outlook.com

***Or after July 1, 2017 - drop off at our new office in the Wadey Centre, 4400 South Street**

We accept: Cheque, Electronic Interac Transfer, Visa & MasterCard

For more information please contact:

- * 403-506-6735
- * yourblackfaldschamber@outlook.com
- * www.blackfaldschamber.ca

Merry Market Application

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& Sunday, Nov 19, 2017 -10 AM - 4 PM

Blackfalds Abbey Centre, 4500 Womacks Road

BUSINESS NAME	
CONTACT NAME	
PHONE #	
EMAIL	
WEBSITE	
MAILING ADDRESS	
CITY & POSTAL CODE	
DESCRIPTION OF PRODUCT	
Your Show Special	
How did you hear about the Trade Show	
Vehicle Licence Plate #	
Are you bringing a trailer?	
# of Vendor Tags Required	

Type of Booth (Refer to floor plan)	Booth # (Refer to floor plan)	Blackfalds Chamber Member Fee	Non-Chamber Member Fee	Minus \$10 if you bring your own table	Fee Enclosed
Booth A Premium booth w/ electrical		\$140	\$160		
Booth B Premium booth NO electrical		\$130	\$145		
Booth C Exterior wall booth w/ electrical		\$120	\$135		
Booth D Exterior wall/ Interior booth - NO electrical		\$110	\$125		
Extra Lunch Tickets - \$5 each Quantity Required:					
Total Enclosed -Make cheques payable to Blackfalds & District Chamber of Commerce (Email Interac Payment , Visa and MasterCard also accepted)					

OFFICE USE ONLY

Date & Time Rec'd:	Amount PD:
Booth #	Type of Payment:

Rules and Regulations:

(Please Initial each item and sign at the bottom and return with your application)

1. Booth prices are for the two day Market. Security will be provided for Saturday night/Sunday morning. *Initial* _____
2. Booths are on a first come, first serve basis and registrations will be dated and time stamped. *Initial* _____
3. Your booth is only confirmed when we receive your application form & initialed and signed “Rules & Regulations” fully completed with payment. Vendors are given 48 hours from offer of space to complete payment; if your application form and payment have not been received your spot will be given to the next person on the wait list. *Initial* _____
4. Receipts will be emailed to you once your payment is processed. NSF cheques will be subject to a \$50 service fee. *Initial* _____
5. All cancellations must be received in writing. A refund will be issued for cancellations received on or before Oct 31/17 less a \$50 processing fee. There will be no refunds for cancellations received on or after Nov 1/ 2017. *Initial* _____
6. No products, goods etc. may encroach on aisle or neighbouring booth. No tape is to be applied to cords, etc on floors or walls. No exceptions *Initial* _____
7. If you have paid for a booth with electricity, please bring your own extension cord. *Initial* _____
8. Any goods needing refrigeration or special storage are the responsibility of the vendor and must be stored or packaged appropriately for health and safety. *Initial* _____
9. Vendors are asked not to pack up their merchandise and leave before the Market is finished at 4 PM on Sunday. Please ensure your booth is staffed for the duration of the Market. *Initial* _____
10. The Chamber will do draws for Merry Money. This printed money will be spent ONLY at the Merry Market. Vendors will accept this as cash and the Chamber will reimburse you for the Merry Money accepted at the end of the Market on Sunday. Each person attending the Merry Market will be given a FREE ticket for the draws. *Initial* _____
11. All clothing racks, tables, etc. must be within your space. You must not interfere with another Vendor’s business space or the walkway of the market. Each booth comes with one 5’ table unless you have chosen to bring your own table and two chairs. In an effort to keep the fees to a minimum, drape partitioning will not be provided. However, vendors may provide their own. *Initial* _____
12. Blackfalds & District Chamber of Commerce and/or the Town of Blackfalds will not be held responsible for any stolen, lost or broken merchandise. *Initial* _____
13. All vendors will be required to stamp any Blackfalds Passport to Christmas presented to them. The Chamber will provide the stamp. *Initial* _____
14. There will be only one vendor allowed to represent any given Home Based Business/ MLM. *Initial* _____
15. Only products &/or the company listed on the application are permitted to be sold at a vendors booth. Only one company per booth. *Initial* _____
16. Vendors will be allowed to move merchandise into the Abbey Centre on Saturday Nov 18, 2017 at 7 AM and must be set up by 9:45 AM. Sorry there will be NO Friday set up. *Initial* _____

17. If you choose to have a door prize draw at your table, you are responsible for getting in contact with the winner and getting the prize to them. As a vendor we encourage you to extend an invitation to your customers, colleagues and associates to attend the Merry Market. *Initial* _____
18. Once they have set up their booth, Vendors are required to park on Womacks Road in front of the Abbey Centre or in the public parking lot by the skateboard park to provide maximum parking for customers. (Special arrangements will be made for Vendors that have trailers and require access to them during the Market.. Please indicate this on the application) *Initial* _____
19. **One** Vendor Tag and **One** Food Ticket per day per booth will be provided. Please ensure you have these when going to the Vendor Lounge for lunch or beverages. **You will need the Vendor Tag to enter the Market on Sunday Morning.** If you require an extra Vendor Tag, they will be provided at no extra charge please let us know in advance. Additional lunches may be purchased in advance for \$5 each. *Initial* _____
20. Vendor's children are welcome to attend the Merry Market but they must be supervised by an adult at all times. *Initial* _____
21. Smoking is permitted in the designated area only. The designated smoking area is across the road from the front doors. *Initial* _____
22. You may have extra tables and racks in your booth provided they fit wholly within your designated space. If you do not require us to supply the 5' table you will get \$10 off the booth price. This must be arranged at time of booking. *Initial* _____
23. If you provide a "Show Special" we will put it on our website and social media advertising on a rotational basis. *Initial* _____

We are looking forward to another successful Merry Market. If you have any questions or concerns before or during the Market please let us know as soon as possible so we may address them in a timely fashion.

Happy selling!!

I, THE VENDOR, HAVE READ, INITIALED, UNDERSTOOD AND AGREE TO ABIDE BY THE RULES AND REGULATIONS.

Signature: _____ Date: _____