

Millarville Christmas Market

November 9th, 10th & 11th, 2012

Friday, 10 a.m. to 8 p.m. – Saturday & Sunday 10 a.m. to 5 p.m.

Vendor check-in and set up is Thursday Nov 9 until 8pm.



Criteria for selection of vendors for Millarville Christmas Market;

- Priority for market acceptance is given to applicants who are also summer vendors in good standing.
- Priority is then given to Alberta vendors who make it, bake it, grow it. Included in this is invented/designed Alberta manufactured products or self-published books.
- Consideration is then given to products that are: fair trade products designed in Alberta and produced elsewhere or product from other parts of Canada. **Acceptance will be on the basis there is no direct competition** with Alberta made product.
- Home-based franchise businesses or re-sale businesses are **not** eligible for attendance.
- Market mix is the responsibility of the Market Manager and previous attendance at the Millarville Summer or Christmas market is **not** a guarantee of future attendance.
- Placement within the market is at the discretion of the Market Manager with the best interests of all vendors and the whole market presentation and mix. Requests for specific areas are taken into consideration.
- You will be notified, by mail/email in September, at the latest, whether or not you have been accepted as a vendor. If you are on the waiting list please be patient, spaces do come open.
- Clarification of vendor categories- If you did not attend the summer market you are considered seasonal.
- As a first time vendor your best chance of being accepted is to be willing to go outside.
- By applying to attend the Millarville Christmas market you are applying to attend all three days. Please indicate if you will not be attending on Sunday.
- **At time of acceptance you will also receive an accurate invoice.**

The Millarville Christmas Market Pledge:

As a Vendor you will:

Be on time.

Follow the market rules.

Pay your invoice or other expenses early or on time

Be respectful of fellow vendors, MRAS staff and visitors

Work for the betterment of the entire market and other vendors.

Take pride in the beauty of your display, the quality of your product and the market as a whole.

As Market Manager I will:

Be early and prepared.

Enforce market rules in a fair and respectful manner.

Answer questions and concerns with honest information.

Assist vendors with improving their displays and sales.

Work diligently to bring customers to the market.

Work for the betterment of the entire market, vendors and the MRAS.

Take pride in the beauty, and visitor experience in our market.

Thank you for your business.

Millarville Christmas Market Application Checklist;

- o Completed application form pages 1-3
- o All vendors – signed waiver
- o Food Vendors: Proof of liability insurance with the MRAS added as an Additional Insured. The wording on your certificate should read as follows: “It is hereby understood and agreed that the Millarville Racing and Agricultural Society is added as an Additional Insured, but only with respect to liability arising out of the operations of the Named Insured”. (Your insurance company will know about this)
- o Keep a photocopy of your application forms for your records.
- o Photos of product- for jurying committee
- o Two digital photos of vendor and product for promo purposes. (include a disc or email to: marketmanager@millarvillercetrack.com)

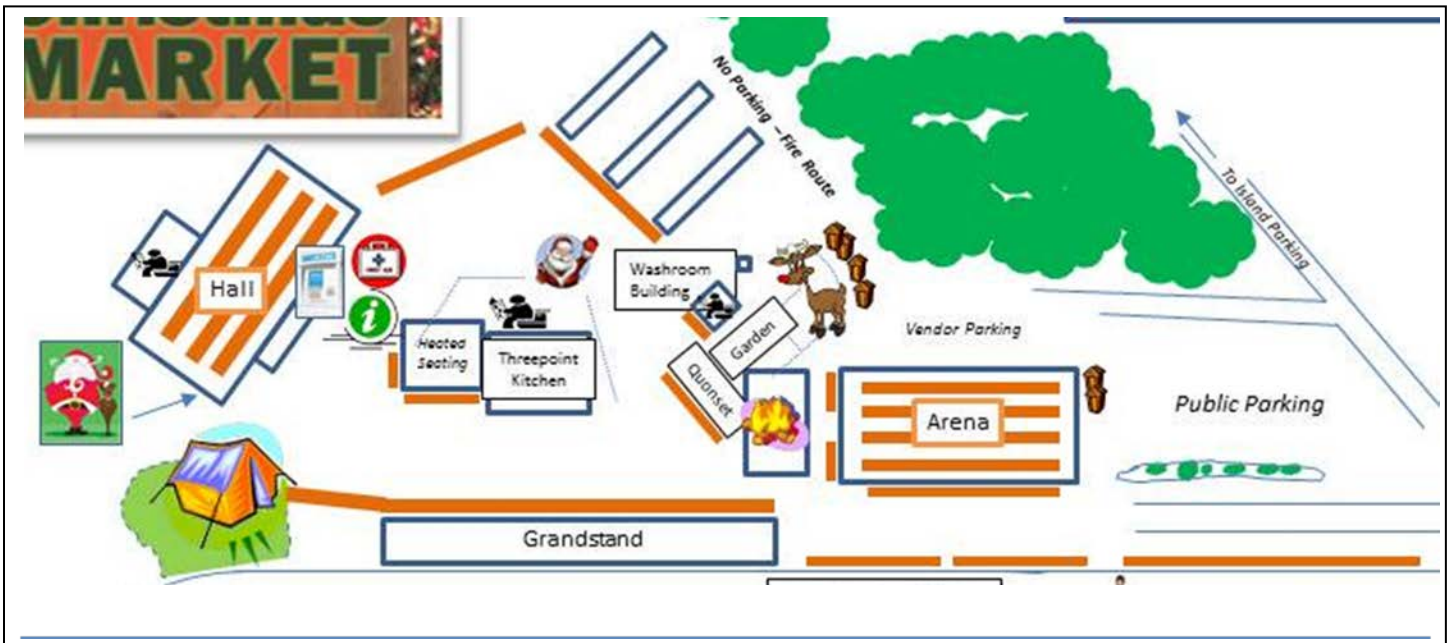
Christmas Market Areas:

Indoor:

- Arena
- Quonset
- Hall
- Heated Tent

Outdoor

Under the grandstand



Clarification of pricing categories, (next page) is for your information only – we will invoice you the correct amount.

Full time- attended 17 summer markets

Part-time- attended 5-16 summer markets

Seasonal- attended 0-4 summer markets

Seasonal- plan to attend only the Christmas Market

If you are not sure- don't worry we will figure it out.

-Keep this page-

Millarville Christmas Market Application 2012- page 1
Vendor Application & Contract



Please Print Clearly

Business Name _____

Vendor Name (if partners, list all) _____

Mailing Address _____

City/Town _____ Postal Code _____

Home Phone _____ Daytime Phone/Cellular _____ E-mail _____

Website: _____

FEEES FOR MILLARVILLE CHRISTMAS MARKET 2012

Fees are per space. Please indicate your first and second choice of space.

CHOICE	SPACE	FULL TIME = 17 summer markets	PART TIME = 5-16 summer markets	SEASONAL =0- 5 summer markets	TOTAL COST
	Single 8' x 6' (48 sq ft)	\$325.00 + 5% GST	\$380.00 + 5% GST	\$510.00 + 5% GST	
	Double 16' x 6' (96 sq ft)	\$625.00 + 5% GST	\$700.00 + 5% GST	\$825.00 + 5% GST	
	Row End 12' x 8' (96 sq ft)	\$680.00 + 5% GST	\$800.00 + 5% GST	\$900.00 + 5% GST	
	End Wall 16' x 10' (160 sq ft)	\$900.00 + 5% GST	\$1000.00 + 5% GST	\$1200.00 + 5% GST	
	Outdoor (10' x 10')	\$200.00 + 5% GST	\$250.00 + 5% GST	\$300.00 + 5% GST	
	Outdoor under grandstand (15' x10')	\$225.00 + 5% GST	\$275.00 + 5% GST	\$325.00 + 5% GST	
	Outdoor (20'x10')	\$300.00 + 5% GST	\$350.00 + 5% GST	\$400.00 + 5% GST	
	Outdoor (20' x 20')	\$400.00 + 5% GST	\$500.00 + 5% GST	\$600.00 + 5% GST	

Number of spaces requested _____ Preferred location _____ Outdoor space preferred

If we are unable to place you indoors, are you interested in outdoor space as an alternative? Yes No

Do you require a table for your display? Yes No 6' table 8' table

MRAS Website link to your website: Yes No **Cost: \$20 + GST**

Power requested, if available Yes No

Electrical Requirements:

Cost / 1 outlet of a 15 amp receptacle (lights only) = \$25 Cost/ 1 x15 amp receptacle (2 outlets) = \$ 50

Please list all of your appliances/lights that require electricity:

Appliance	# Amps	Cost
		Amount B Total X %5 gst

The Millarville Racing and Agricultural Society may limit the number of outlets and amperage used. You may be required to provide your own generator.

Do not send payment with application!

Early payment cash or chq from invoice date until Sept 15, 2012 will be eligible for a 5% discount. Payment in full, from those accepted will be due by October 1, 2012.

If not received by October 1, 2012 application will be denied and table sold.



Product Description:

Please indicate below all the items you intend to sell at the Christmas Market, including **specialty items for Christmas** & regular product lines. **Products not listed on the form will not be allowed at the Market. DO NOT PUT "same as last year".** **New Vendors or Vendors of new products must submit photos with this application.** Photos will not be returned. Please submit photos separately from summer market application. Attach a separate sheet if needed.

Have you been a Vendor at the Millarville Christmas Market in the past? Yes No # of _____ years New Vendor

Do you make your own product? Please explain where & how this is done, with what help etc.

Will you be selling the product yourself? Yes No If not, who will represent you? _____

Do you operate a retail outlet? Yes No Name & location: _____

Where is your product available? Please list other markets, shows, retail, wholesale, consignment etc.

Please explain how your Christmas product will be displayed. (i.e. how will the display differ from the summer market etc?)

Liability Insurance Requirement:

Food Vendors: Proof of liability insurance with the MRAS added as an Additional Insured. The wording on your certificate should read as follows: "It is hereby understood and agreed that the Millarville Racing and Agricultural Society is added as an Additional Insured, but only with respect to liability arising out of the operations of the Named Insured". (Your insurance company will know about this)

LIABILITY WAIVER (All Vendors)

In consideration of being allowed to use the facilities of the Millarville Racing & Ag. Society (MRAS) and the Millarville Farmers' Market, we the undersigned hereby agree as follows:

- To Waive any and all claims that we, **Name (all market vendor participants)** _____
Business (operating) Name _____ may have or may have in the future against the MRAS and the Millarville Farmers' Market, its directors and officers, employees, agents/contractors, representatives, volunteers.
- To release MRAS and the Millarville Farmers' Market from any and all liability for any loss, damage, injury or expense that occurs out of the use of any of the facilities of the MRAS and the Millarville Farmers' Market, by the above named Vendor, their family, their employees or volunteer participants.
- To hold harmless and indemnify MRAS and the Millarville Farmers' Market from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs on a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held in the facilities of the MRAS throughout 2012.

We, the undersigned hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

Participant Signature(s) _____ **Date** _____

Freedom of Information Protection

As a vendor, I give permission for business information (my name, telephone number and e-mail contact) to be used for product referrals and in vendor information directories on the MRAS website and by the Millarville Farmers' Market. Information and mailing lists will be protected by the MRAS but may be used to inform vendors of other MRAS shows and events of interest. Please indicate below how you would like information shared about your business. This section must be signed for you to be included in materials published by the Millarville Farmers' market and on our website www.millarvilleracetrack.com

Personal name _____ Signature of Vendor _____

Business Name _____ Contact Telephone _____

Product description (25 characters or less) _____

Website address _____ E-mail _____

By my signature below, I declare the information on this form to be complete and accurate and I agree to pay the rates as set out and to abide by the rules and Market policies. I understand that not all applicants are granted space in the Millarville Farmers' Market and that it is the right and responsibility of the Millarville Racing & Agricultural Society to decide who may vend products and the allocation of space in the market.

Signature of applicant(s):

_____ Date _____

Payment Options

1. Full payment received between invoicing and Sept 15, 2012 by cash or cheque will be eligible for a 5% discount.

2. Card # _____ Exp: _____

I authorize MRAS Farmers' Market to take payments from the above credit card for the payments as per this contract on Oct 1, 2012 Mastercard and Visa only.

Signature _____ Date: _____

3. Cash or cheque at the MRAS office on or before Oct 1, 2012.

Send completed form to:

Millarville Farmers' Market - Box 68 Millarville, AB T0L 1K0
Or, drop box outside the office at the Racetrack
Or, marketmanager@millarvilleracetrack.com
Or, fax 403-931-3485

Deadline for applications is March 1st, 2012
Do not send payment with application!