

2020 FORT SASKATCHEWAN *Christmas Marketplace*

Saturday, November 28th and Sunday, November 29th from 10:00 am – 4:00pm
Dow Centennial Centre | Fort Saskatchewan

2020 Fort Saskatchewan Christmas Marketplace Vendor Rules, Regulations, and Policies

1. General

- a. Notice to Vendors: You must initial each section for understanding, acceptance and full cooperation with the following rules and regulations of the Fort Saskatchewan Marketplace Application. (Failure to comply with these rules may result in the forfeiture of your participation in the Christmas Marketplace.)
- b. Please note that we will be reviewing ALL applications and reserve the right to deny any application if we feel it doesn't compliment the Christmas Marketplace. As this is an Alberta Approved Sunnygirl Market, we will be allowing up to 20% commercial vendors, with the other 80% being reserved for vendors who make or bake their product. All food vendors are responsible for following Alberta Health Guidelines for Markets.
- c. The show will be open to the public during the following dates and times:
Saturday, November 28, 2020 10:00 am – 4:00 pm
Sunday, November 29, 2020 10:00 am – 4:00pm
- d. The Exhibitor will have an authorized representative in attendance at the booth at all times when the show is officially opened. (Failure to comply with this regulation may result in removal from the show.)

2. Booth Use

- a. The exhibitor will use the booth for only those products listed and approved on their application.
- b. The exhibitor agrees the allotted space shall not be assigned, shared, subleased in whole or in part except with the written approval from management.
- c. The booth must be maintained in a neat and orderly manner throughout the show.
- d. The exhibitor will store in the booth only those goods or merchandise actually for sale. Nothing shall be done or permitted by the exhibitor in or about the booth area which shall be or result in a nuisance.
- e. Preparation and/or serving of food or beverages is permitted, vendor MUST have their food handling permit, provide it with this application and have it displayed for the health inspector.
- f. Management reserves the right to limit the generation if noise, smell, dust, smoke, litter, method of operation, creation of safety hazards or any other result which may be objectionable or otherwise detract from or be out of keeping with the character of the show as a whole.

3. Vendor Set-Up Dates and Times

- a. Friday, November 27, 2020 4:00 pm - 7:00 pm and Saturday, November 28, 2020 7:00 am - 9:30 am
- b. Due to the red carpet installation down the aisles, NO handtrucks or dollies can be used after 8 am Saturday morning.

4. Booth Display

- a. Any items in your display or booth must not obstruct the aisle.
- b. Items or articles taller than four feet on the sidewalls or 8 feet on the back wall must not obstruct nor cause detriment to the neighbouring booths. Interpretation of this restriction shall be at the sole discretion of management.
- c. Specially built back walls may not exceed an overall height of 8 feet without the written permission of the management.
- d. Any carpeting or flooring must remain inside the perimeter of your booth.

5. Authorized Access

- a. The exhibitor will permit the officers of the onsite management or any person authorized by management, at any time, to enter upon and inspect the booth.

6. Placement

- a. To respect the space of other exhibitors during show hours, management will do its best not to place like businesses within proximity of each other.

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7. Booth Takedown
 - a. Booths must not be dismantled before the show close at 4:00 pm on Sunday.
 - b. Exhibitors must remove all goods between the hours of 4:00 pm and 7:00 pm on Sunday.
8. Booth Coordinator
 - a. Superior Show Service is the appointed official display coordinators for the 2020 Christmas Marketplace. All inquiries about both display and setup should be directed to Superior Show Service.
 - b. Superior Show Service contact: info@superiorshow.com or 780-992-0404
9. Electricity Usage
 - a. Booths will be assigned for power on a first come first serve basis with full payment of application.
 - b. Exhibitors are responsible to provide their own cords and surge protection for electrical equipment.
 - c. The exhibitor, at no time, shall use electrical or other services in the booth which shall exceed the capacity of any transmission equipment so as to constitute a hazard. The onsite Management's determination of what constitutes hazards shall be binding upon the Exhibitor.
10. Legislation
 - a. The Exhibitor is responsible for compliance with all local, provincial and federal ordinances, regulations and legislation covering licenses, permits, fire, safety and health.
 - b. The Exhibitor will comply with all federal, provincial and municipal legislation, regulations, bylaws, resolutions and standards including, without restricting the generality of the foregoing, maintenance of insurance in such amounts and for such coverage as is required by any federal, provincial or municipal regulators or licensors of the Exhibitor's business.
11. Liability and Insurance
 - a. Exhibitors are responsible for their own insurance for inventory and equipment for the event's duration.
12. Damage
 - a. The Exhibitor is responsible for all damage caused by the Exhibitor to the facility and to all property owned or leased in connection with the show by management howsoever such damage is caused.
 - b. Management assumes no liability for loss or damage through any cause, of goods, exhibits, or other materials owned, rented or leased by the Exhibitor.
 - c. The Exhibitor shall indemnify the management and the Fort Saskatchewan Chamber of Commerce and hold them harmless from and against all liability, claims, damages or expenses for or arising out of any act or neglect by the Exhibitor, its servants, employees, agents, invitees, licences in and about the booth.
 - d. If it becomes necessary to restrict any installation/activity or to evict an offending Exhibitor, management is not liable for any refund of exhibit space rental or any other expenses incurred by the Exhibitor.
13. Security
 - a. Exhibitors are responsible for the security of their booths during show hours, set up and take down.
14. Exhibitor Loading Access
 - a. Use the loading dock on the far west side of the building (door number 1307) to load and unload your goods directly into the Agrium soccer pitch.
15. Exhibitor Parking During the Show
 - a. Special Exhibitor parking will be provided. Vehicles must be parked in the designated area during show hours.
 - b. Exhibitors and their representatives should plan to arrive early.
16. Exclusivity & Guarantee
 - a. The Management does NOT offer exclusivity to any exhibitor at the show, nor guarantees the success of your personal profit.
17. Cancellation Policy
 - a. No refunds after Nov. 1st; Half (50%) booth fee refunded between Oct. 1st-31st; 75% refund before Oct. 1st. All requests for cancellation must be received in writing.