

~~December 4, 2020 12:00pm – 6:00pm FULL~~
~~December 5, 2020 10:00am – 4:00pm FULL~~
December 12, 2020 10:00am – 4:00pm
December 13, 2020 10:00am – 4:00pm

Inclusion Foothills is pleased to extend you an invitation to participate in this years' Winter Market being held at the Highwood Memorial Centre. Please confirm your registration by completing the Vendor Application.

Inclusion Foothills is a charitable organization that focuses on inclusive communities by enhancing the lives of individuals with barriers or disabilities through knowledge and family support. Our ultimate goal is to ensure that all families and individuals will become active participants in all aspects of community life, accessing resources when they need them and not isolate themselves.

IMPORTANT

The Winter Market will proceed dependant on AHS protocols and announcements. Please be aware that the Winter Market could be cancelled at any time due to COVID-19. This is out of the control of the Winter Market Team, Inclusion Foothills, and the Highwood Memorial Centre. Refunds will be provided **only** in the event that AHS and COVID-19 protocols force the closure of the 2020 Winter Market. **No other refunds will be issued.** Thank you for understanding.

VENDOR RULES AND CONDITIONS – Please keep pages 1 & 2 for reference

***** Read each section carefully, as there are new rules and conditions for 2020 *****

Products:

Please ensure to provide a list of **all** products that you will be selling at the Winter Market, including product pictures and/or previous booth/table layouts with your application. Make sure to include full details of display racks, clothing racks or any additional displays, as additional charges may apply.

Only products listed on the approved Vendor Application will be allowed to be sold.

Setup:

When you arrive, check in with the Market Staff to confirm space location at Main Entrance(s).

All vendors must be present and set up no less than **30 minutes** prior to commencement of the market. The facility will be open at 8:30am for setup.

Due to COVID-19 restrictions, staff and volunteers will be unable to offer assistance with unloading or setup.

Take Down:

Vendors are not permitted to vacate or dismantle their space until close of the market. In respect for customers and fellow vendors, all registered vendors must be present for the complete duration of the market. **No exceptions.** Vendors are responsible to remove all belongings and garbage from their space at market end.

Fee Payment:

Please submit completed Vendor Applications by **September 18, 2020**. The Winter Market Coordinators will contact vendors to confirm attendance first. Following this, vendors will be contacted to make arrangements for payment.

Once payment has been accepted by Inclusion Foothills **no refunds** will be issued under any circumstances.

Layout:

Vendors' will be assigned to a space, taking into consideration, where possible, preferences as outlined on the Vendor Application and appropriate vendor grouping.

Please note that final location is at the discretion of the Winter Market Coordinators.

There will be one-way directional flow throughout the Market, to allow for proper physical distancing and accurate numbers for customer management.

Note: The layout will look different this year in order to manage the flow of market attendees according to AHS Standards. Details to follow.

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Vendor Space:

Please use care when setting up display materials, and be aware of surroundings including other vendors. Vendors are not permitted to hang any materials on the walls. Vendors are required to stay within their assigned area - no portion of displays may protrude out into the aisle or extend beyond the allocated space. Height of displays and/or racks in booths without direct wall access, is not to exceed **4 ft / 1.2 m**. Requests may be made to remove items that extend beyond allocated space.

Parking/Access:

Vendors are welcome to unload/load through the entrances and exits, **outside of market hours**. Parking restrictions will be in place and are to be followed during the market. If you require accessible parking please indicate in Vendor preferences and will be accommodated where available. A parking map will be provided closer to market date.

Power / Wi-Fi / ATM:

Vendors must provide own extension cords and power bars if requesting power. Please note, we have a limited number of power outlets, so please make sure you have an alternative power source, such as a portable charge bank, if required.

The Highwood Memorial Centre will be providing complimentary Wi-Fi to process Point of Sale purchases.

The Winter Market, Inclusion Foothills, or the Highwood Memorial Centre will not be responsible for system malfunctions.

An ATM is available at the main entrance of the Highwood Memorial Centre.

Concession / Food:

There **will not** be a concession at the 2020 Winter Market. Please plan accordingly and bring a packed lunch, or arrange for someone to relieve you for lunch purposes.

Vendor Conduct:

Vendors may be requested to withdraw from the market if issues regarding their products, safety or behaviour towards Market employees and/or customers do not comply with the market expectations and/or requirements.

COVID-19 requirements and recommendations: *** NEW FOR 2020 ***

Vendors are requested to wear a mask or face shield, and perform frequent hand hygiene.

Due to Indoor Gathering restrictions, vendors are asked to limit to one (1) person during Market hours to allow for customer numbers. Additional people are allowed during setup and takedown.

Food sampling is not allowed, and is requested to ask customers to refrain from touching products.

Perform regular sanitation of stall surfaces and equipment including the electronic keypads after each use and minimize the handling of money (use of gloves is recommended).

Follow proper physical distancing guidelines of 2m/6ft.

Vendors must have a supply of hand sanitizer on/at your table, for vendor and customer use.

Link to Document: [COVID-19 Guidance for Farmers Markets in Alberta](#)

Link to Website: <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-farmers-markets-and-public-markets.pdf>

Location:

The Highwood Memorial Centre is located at 128 – 5th Ave SW, in downtown High.

Further setup information, maps and market poster will be included with the vendor package sent out closer to the market date.

If you have any questions regarding the Winter Market, our application or the location, please contact Cassandra or Natalie at Inclusion Foothills at 403-603-3232 or mail@inclusionfoothills.org.

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VENDOR APPLICATION

To be returned to Inclusion Foothills (mail@inclusionfoothills.org) RE: Winter Market 2020

Business or Vendor Name: _____

Mailing address: _____

City: _____ Province: _____ Postal Code: _____

Product Description: _____

Contact Person: _____ Email: _____

Cell Phone: _____ Home Phone: _____

December 4 – 5, 2020 SPACES ARE FULL

Space Type	Number of spaces requested	Power required?	Cost per Space	Total Cost
6' wide x 5' deep		Y / N	\$100.00	
8' wide x 5' deep		Y / N	\$120.00	
Corner - 10' wide x 8' deep (limited number available)		Y / N	\$150.00	

* Single Day option is NOT available.

December 12 – 13, 2020

Space Type	Number of spaces requested	Power required?	Cost per Space	Total Cost
6' wide x 5' deep		Y / N	\$100.00	
8' wide x 5' deep		Y / N	\$120.00	
Corner - 10' wide x 8' deep (limited number available)		Y / N	\$150.00	

* Single Day option is NOT available.

Please be advised, that if we do not have sufficient interest for the December 12-13, 2020 weekend, the Winter Market will reduce to only the 4-5, 2020 weekend.

Approved vendors will receive email confirmation which will approve space. Only approved vendors can make payment, and only when payment is requested.
 Cheques payable to Inclusion Foothills, email transfer to osmall@inclusionfoothills.org (password is **market**) or call office with credit card details @ 403-603-3232. **NO REFUNDS** will be provided once payment is received.

Details and measurements of additional displays/racks: _____

Pictures and additional pages can be emailed to mail@inclusionfoothills.org

Preferences/Special requests (wall or table location, parking accessibility, etc....): _____

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WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

To be returned to Inclusion Foothills (mail@inclusionfoothills.org) RE: Winter Market 2020

Vendor Name: _____

**** Please note: It is a requirement that all participants in the 2020 High River Winter Market sign and return the attached waiver with application****

In consideration for receiving permission to participate in the 2020 High River Winter Market, the Vendor hereby releases, waives, discharges and covenants not to sue, or hold responsible **Inclusion Foothills, the Highwood Memorial Centre, its agents, volunteers, or officers** from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the Vendor, or any of the property belonging to the Vendor whether caused by the negligence of the Vendor/Releaser, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with the High River Winter Market and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me or any loss or damage to property owned by me, as a result of being engaged in such activity, whether caused by the negligence of Vendor/Releaser or otherwise.

I further hereby agree to indemnify and hold harmless **Inclusion Foothills** and the **Highwood Memorial Centre, its agents, volunteers and officers** from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of Vendor/Releaser or otherwise.

I understand that **Inclusion Foothills** and the **Highwood Memorial Centre** does not provide any insurance coverage for vendor participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my own insurance portfolio.

Name of Business/Vendor: _____

Signature: _____

Date: _____

Submit completed Vendor Application with all information filled out and signed to:

- Electronic copies (PDF or photo)
- Hard copies to our mailing address
- In person (Monday - Thursday 9:00-4:00pm, Friday 9:00 - 12:00)

mail@inclusionfoothills.org

PO Box 5146, High River AB, T1V 1M3

123 4th Ave SW, High River

Do you consent to Inclusion Foothills taking pictures: Y / N

Do you consent to Inclusion Foothills sharing your information with other markets/communities seeking vendors: Y / N

Signature: _____

Date: _____