



High River 2021 Winter Market
Highwood Memorial Centre
December 3, 2021 12:00pm – 9:00pm
December 4, 2021 10:00am – 5:00pm



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 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.

VENDOR RULES AND CONDITIONS – Please keep pages 1 & 2 for reference
***** Read each section carefully, as there are new rules and conditions for 2021 *****

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 the assigned location at Main Entrance(s).

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

Take Down:

Vendors are not permitted to vacate or dismantle their space until the close of the market. Concerning 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 the market end.

Fee Payment:

Please submit completed Vendor Applications by **September 18, 2021**. The Winter Market Coordinators will contact vendors to confirm attendance first. Following this, vendors will be contacted to make payment arrangements.

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

Layout:

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

Please note that the 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.

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 the market date.



Power / Wi-Fi / ATM:

Vendors must provide their extension cords and power bars if requesting power. There is now an additional cost of \$20 a day for power, as dictated by new management at the Highwood Memorial Centre. Please note, we have a limited number of power outlets, power outlets available are first come first serve. 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.

ATM's are available at surrounding banks and gas stations in High River; RBC, CIBC, Servus, TD, ATB, BMO, Fas Gas, Mac's, and Circle K

Concession / Food:

There **will** be a concession at the 2021 Winter Market. The provider of this service has not yet been decided.

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 2021 *****

Masking remains optional, those who wish to may mask however masks will not be mandatory on the premises at this time.

We suggest vendors provide hand sanitizers on their market stall for customer use and continue to perform regular sanitation of stall surfaces and equipment.

All stated restrictions and rules are liable to change regarding upcoming government COVID-19 protocol. If a change in COVID-19 protocol effects the 2021 winter market registered vendors will be notified.

Link to Website:

https://www.alberta.ca/covid-19-public-health-actions.aspx?utm_source=google&utm_medium=sem&utm_campaign=Covid19&utm_term=OFS&utm_content=v7&qclid=EAiaIQobChMIua6zzaWn8qIVV5itBh03ZQigEAAAYASAAEgKvZPD_BwE

<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 Inclusion Foothills at 403-603-3232 or mail@inclusionfoothills.org.

Social Media:

I would like my product/service tagged on the High River Farmers' Market social media pages
Y / N

Facebook:

Instagram:

Website:



VENDOR APPLICATION

To be returned to Inclusion Foothills (mail@inclusionfoothills.org) RE: Winter Market 2021

Business or Vendor Name: _____

Mailing address: _____

City: _____ Province: _____ Postal Code: _____

Product description of all items to be sold (attach photos with application): _____

Contact Person: _____

Email: _____

Cell Phone: _____ Home Phone: _____

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Space Type	Number of spaces requested	Power required? (\$20/per day)	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.**

Approved vendors will receive an email confirmation which will approve space.
 Only approved vendors can make the payment, and **only when payment is requested.**
 Payment Methods:

- Cheques payable to Inclusion Foothills
- Email transfer to osmall@inclusionfoothills.org
 - Security Question: "What is the password I provided you?"
 - Password: **market** – lowercase, no spaces
- Call office at (403) 603-3232 with credit card details

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....): _____



WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

To be returned to Inclusion Foothills (mail@inclusionfoothills.org) RE: Winter Market 2021

Vendor Name: _____

**** Please note: It is a requirement that all participants in the 2021 High River Winter Market sign and return the attached waiver with application****

In consideration for receiving permission to participate in the 2021 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 the 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 insurance portfolio and will purchase necessary insurance coverage.**

Name of Business/Vendor: _____

Signature: _____

Date: _____

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

- Electronic copies (PDF or photo) mail@inclusionfoothills.org
- Hard copies to our mailing address PO Box 5146, High River AB, T1V 1M3
- In person (Monday - Thursday 9:00-4:00pm, Friday 9:00 - 12:00) 123 4th Ave SW, High River

Do you consent to Inclusion Foothills taking pictures with the purpose of marketing and-or social media: Y / N

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

Signature: _____

Date: _____