

NOV 16TH, 2018

Christmas MADNESS



VINTAGE CHRISTMAS MARKET | PRESENTED BY ORE
COW PALACE EVENT CENTRE | DOORS OPEN @ 4PM

Vendor Application



OLDS REGIONAL
EXHIBITION
agriculture • youth • community



Christmas Madness Market

Vendor Contract

November 16th, 2018

4:00 p.m. – 10:00 p.m.



Big Rack Cow Palace – 5116 – 54 Street Olds, AB (physical location)

Olds Regional Exhibition Box 3751 Olds, AB T4H 1P5 (mailing address)

FORM MUST BE COMPLETED AND RETURNED TO OLDS REGIONAL EXHIBITION

Business Name: _____

Contact Person: _____ Cell: _____

Mailing Address: _____ City: _____

Province: _____ Postal: _____ Email: _____

Describe items being sold:

Rates per space:

_____ 10' x 10' Space @ \$85.00 = Total: _____

Includes 1 – 8' table and 2 folding chairs

Bring your own extension cord for access to power

Vendor Rules:

- Tables will only be guaranteed upon receipt of payment once juried confirmation
- Only 10' x 10' space is allocated to assure fair and equal opportunity for commerce
- Tables are assigned on a first come first serve basis; no guarantee/promise of location
- Vendors adhere to Vendor Agreement Listed Below

Set-Up & Tear Down:

- Move-in: 12:00pm – 3:30pm
- Cow Palace Doors Open: 4:00pm
- Vendors must use south walk through doors for venue access
- Vendors must be ready and prepared for start of market at 4:00pm
- In conjunction with Midnight Madness that will occur until midnight... our doors close at 10pm

Vendor (Signature) Date: _____

For Office Use Only:

Method of Payment: Cash Cheque # _____ E-Transfer Credit Card

Date of Payment: _____

Please make cheques payable to: Olds Regional Exhibition

Vendor Agreement

- Set-Up: Friday, November 16th from 12pm – 3:30pm
- Cost: \$85 per 10' x 10' booth and includes
 - 1 - 8' table and 2 folding chairs
 - Access to WiFi
 - Access to power but bring your own extension cord
- Payment: E-Transfer or Credit Card
 - Payment will not be required until you are accepted as a vendor. Once you have been notified of your acceptance and received your invoice, you will have 72 hours to submit your payment to secure your space. Once you have been selected as a vendor, we require proof of insurance.
- Vendor Selection:
 - This market is juried, which means we review all applications that are submitted and choose the vendors that best suit the market and our demographic. The deadline to apply is October 1, 2018. You will be notified by email approximately 1 week after that date if you have been accepted
- Vendor Cancellation
 - If for some reason you need to cancel your space after you have been accepted and paid, here's what you need to know; If cancelling before 8 weeks prior to the market, you will receive a refund of 75% of your space cost; If cancelling before 4 weeks prior to the market, you will receive a refund of 50% of your space cost; After 4 weeks prior to the market, no refund will be issued; Cancellation must be received by email and the date of that email will be used to determine the refund due to you
- Vendor Application
 - By submitting this form I acknowledge that I have read and agreed to the terms, requirements and cancellation policy laid out in the above vendor information section and would like to apply for a space at the market; Please note, we are not accepting any MLM/Direct Sales companies for this market
 - Describe in detail the items that you would be selling/showcasing at the market. It is VERY important that you list everything so we can make sure that there aren't too many vendors in the same categories of products/items; Nothing can be added to this list without prior approval from us once you have been selected as a vendor
- Event Promotions
 - The vast majority of promotions will be performed on Social Media platforms. Reminder that we are “greatest together” so the more we collectively like, share, tweet, tag and comment, the more we can spread the word on this new event!

Contact Information

Tracy Gardner, Business Development Manager

tracy@oldsregionalexhibition.com

Text: 403.586.0378