



# 2025 Monthly Indoor Vendor Application

New Vendor

Renewal  
(photos not required)

Vendor Business Name: \_\_\_\_\_

Personal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_

Number of 8 ft tables desired: \_\_\_\_\_

**Detailed Product Description** (General description of wares. Only handcrafted items will be considered for approval.) Please include photos of typical items with application:

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Please choose the market dates that you would like to attend for the 2025 season:

- |                                     |                                 |                                 |                                 |
|-------------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Jan 12     | <input type="checkbox"/> Feb 09 | <input type="checkbox"/> Mar 16 | <input type="checkbox"/> Apr 27 |
| <input type="checkbox"/> May (none) | <input type="checkbox"/> Jun 15 | <input type="checkbox"/> Jul 13 | <input type="checkbox"/> Aug 10 |
| <input type="checkbox"/> Sep 14     | <input type="checkbox"/> Oct 12 | <input type="checkbox"/> Nov 16 | <input type="checkbox"/> Dec 14 |



## Devon Arts Market Rules and Regulations

### Notice to Vendors:

- **The Arts Market Committee reserves the right to limit market size and reject applications for any reason. Decisions of are final. You will be notified in writing of your acceptance into the market (by email or, if you do not have an email address, by post).**
- You must **initial** each line to show your understanding, acceptance and full cooperation with the following rules and regulations of the **Devon Arts Market, in order to be accepted for the market.**
- The Devon Arts Market Management and Committee reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary. This code of conduct applies to the vendor, their family, staff, or any friends who may assist the vendor in participating in the Devon Arts Market.

### DO's

- \_\_\_ All products must be **homemade, handcrafted and locally produced in Alberta**. No wholesale, resale, multi-level or direct sale business is permitted.
- \_\_\_ **Only approved items listed on the vendor's product description are permitted to be sold.** Any changes or additions to product lines must be submitted in writing and approved by Market Administration in advance.
- \_\_\_ Payments for tables must be paid in advance (failure to do so may result in loss of booking).
- \_\_\_ The **Arts Market Manager** and **Arts Market Committee**, at their discretion, reserve the right to change vendor locations within the market at any time.
- \_\_\_ **Vendors are responsible for the table they have been assigned.** If the space will not be utilized for a specific date, **7 days written notice** advance notice must be given in writing (email will be accepted). The cancellation notice allows us to make adjustments so that the market does not have empty stalls.
- \_\_\_ In the event of an emergency and/or last-minute cancellation, please phone the **Arts Market Manager (780) 652-3304**.
- \_\_\_ Each individual 8-foot table, assumes a space 10' x 10'. No product, signs or stands shall be displayed outside of this area
- \_\_\_ Doors open at 10:00 a.m. Setup commences at that time, with tear down between 4-5:00 p.m. **The Arts Market Hours of Operation** are from Noon to 4:00 p.m.
- \_\_\_ Vendors must be set up in their stall and ready to operate by **11:45 a.m.** Stalls that are vacant after this time **may be** reassigned to another vendor. No refunds or date exchanges will be given to vendors arriving late where stalls have been reassigned or are no longer accessible.
- \_\_\_ **Sold out vendors must display a "sold out" sign on their table and remain completely set up** and present at their booth in the market until 4:00 p.m. You are **not** permitted to leave early.



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- \_\_\_ Vendors (and their family or assistants) should conduct all their actions in a courteous and respectful manner toward the public, all other vendors, market management and market, resolving any conflicts in a calm and cooperative manner.
- \_\_\_ Operation of vehicles, equipment, set-up, and take-down done in a manner that is safe and responsible for all market participants
- \_\_\_ All products and business practices must abide by the laws and regulations set down by Alberta Health Services, Alberta Agriculture & Forestry, AGLC and any other relevant agency
- \_\_\_ **Vendors are responsible for cleaning up their stall, and putting away their tables and chairs.**

### **DONT'S**

- \_\_\_ Sales of **Food or beverages** and **single serving food items** are not permitted, except **Concession vendors Only (when permitted)**
- \_\_\_ No refunds or exchange of dates will be given for cancellations. All stall payments are non-refundable. With 7-days' notice, vendors may be able to exchange a market date, depending on availability
- \_\_\_ Smoking and vaping, alcohol, drugs, foul language and unruly behaviour are not permitted in the Arts Market.
- \_\_\_ Vendors are not permitted to loan, sublease or give away the table(s) they are assigned.
- \_\_\_ **NSF cheques** are subject to a processing fee of \$20.
- \_\_\_ **Vendors are responsible for any damage that occurs at or around their stall**  
The Town of Devon will charge vendors responsible for any damages and/or replacement costs incurred.
- \_\_\_ **Failure** to comply with Market Rules and Regulations may result in the following (not necessarily in this order):
  - a. A written warning
  - b. Cancellation of stall and removal from the Devon Arts Market
  - c. **No refund will be provided for loss of stall(s).**

### **INFORMATION ABOUT TABLE ASSIGNMENT:**

- Applications from paid Arts Association of Devon members, then returning vendors, will receive priority consideration if received before the deadline.
- **previous participation does not guarantee acceptance.**
- All applicants are subject to review and approval by the Arts Market Committee. Previous stall location in the market will be taken into consideration; however, there is no guarantee that you will be in the same stall as previous markets.



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Rates for the 2025 Monthly Devon Arts Market season are:

Single Table Fee (per event) for Members	\$10.00
Single Table Fee (per event) for non-Members	\$20.00

- **Full payment for ALL accepted dates is due upon receipt of your Acceptance letter. Stall rental fees are non-refundable.**
- **The 2025 vendor promotion is in effect.**
  - For every 3 markets you pre-commit to, you get one free market (4 for the price of 3)
- New Applicants must include a photo and written description of items being featured and, if applicable, a verification of the authenticity of their products. Previous year vendors need not submit the item descriptions, if they have not changed

Payment Method: Cash \_\_\_\_\_ / Cheque Number \_\_\_\_\_ / E-Transfer \_\_\_\_\_ /

Please mail or email completed application (pages 2-6 only) to:

Arts Association of Devon,  
#9, 20 Haven Ave., Devon, AB T9G 2B9  
Phone: 780-652-3304

Email: ArtsDevon@gmail.com

## Waiver

**I am eligible, have read, understand and agree to comply with all Market Rules and Regulations as specified by the Devon Arts Market Committee.**

*In order to comply with the Personal Information Protection Act: I give consent for Arts Association of Devon to disclose my name, company name, email address and/or telephone number to those persons inquiring about my product(s), and for promotion of the Devon Arts Market. I also give permission for photos of my booth/products to be used in promoting the Devon Arts Market.*

**I agree to release the Arts Association of Devon and the Town of Devon against all claims, causes of action, damages and all expenses which may in any way arise from my participation in the Devon Arts Market and the activities therein.**

**Please sign and date authorization form, indicating application for review.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Devon Arts Market Application Quick Checklist:**

- Application Form
- Market Rules and Regulations duly initialed
- Signed Waiver
- Fee to secure committed bookings
- Complete Description with Photos of Items (Not necessary for renewals)

Congratulations! You have completed the application process to participate in the 2025 Devon Arts Market. All applications will be reviewed by our Arts Market Committee and / or Arts Association Executive. If you are selected, you will receive a confirmation package by mail and/or email. Depending on the number of applications we receive, approval times will vary for vendors.

**Office use only:**

Application Received: _____
Accepted: _____ Wait-list: _____ Declined: _____
Category: _____
Invoice Number: _____