



2024 Indoor Monthly Vendor Application

January 14, 2024 – December 08, 2024

We reserve the right to limit market size and reject applications for any reason. Decisions of the Arts Market Committee are final. Include full payment with your application. You will be notified of your acceptance into the market by email, or, if you do not have an email address, by post. If your application for any given month is rejected, your payment for that month will be returned. Accepted payments are non-refundable.

New Vendor

Renewal

Vendor Business Name: _____

Personal Name: _____

Address: _____

City: _____ Postal Code: _____

Main Phone: _____ Cell Phone: _____

Alternate Phone: _____ Email: _____

Website: _____

Facebook: _____ Number of 8 ft tables desired: _____

Detailed Product Description. New applicants only. Only handcrafted items will be considered. Please include photos of typical items.

Please choose the market dates that you would like to attend for the 2024 season:

Jan 14	Feb 11	Mar 10	Apr 7	May 5	Jun 9
Jul 14	Aug 11	Sep 8	Oct 20	Nov 17	Dec 8

Single Table Fee (per event) **Members: \$10.00 Non Members \$20.00**



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How to submit your application:

- Scan or take a photo of your completed application and send by email with a corresponding eTransfer to: ArtsDevon@gmail.com Note: auto-deposit in effect
- Or ... Mail your application along with your cheque or money order (no cash) to:
Arts Association of Devon
#9, 20 Haven Ave., Devon, AB T9G 2B9
- Or ... Bring your application and payment to the next market.
- Or ... Cash or Credit Card: call the Arts Association of Devon at 780-652-3304 and we will make arrangements to accept your payment.
- If your application is rejected, your payment will be returned.

Devon Arts Market Rules and Regulations

Notice to Vendors: You must **initial** each line to show that you understand and accept the rule. Incomplete forms will be rejected. **Failure to comply** with these rules may result in expulsion from the Arts Market and the forfeiture of your fee.

1. All products must be **homemade, handcrafted and locally produced in Alberta**. No wholesale, resale, or direct sale business is permitted. _____
2. Sales of **Food or beverages** and **single serving food items** are not permitted, except **by pre-authorized Concession vendors only** (contact AAD for more information) _____
3. **Vendors are only permitted to sell approved items listed on their acceptance letter**. Any changes or additions to product lines must be submitted in writing and approved by AAD in advance. _____
4. **Vendors are responsible for the table they have been assigned**. If the space will not be utilized for a specific date, **7 days written (or email) notice** must be given. 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 Association of Devon (780) 652-3304**.



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5. Payments and refunds:
 - a. **All** stall payments must be paid in advance (failure to do so may result in loss of booking). _____
 - b. All **NSF cheques** are subject to a processing fee of \$20. _____
 - c. 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 _____
 - d. Vendors are not permitted to loan, sublease or give away the stall(s) they are assigned). _____
6. The **Arts Association of Devon**, in its sole discretion, reserves the right to change vendor locations within the market at any time. _____
7. Smoking, vaping, drugs and alcohol are not permitted in the Arts Market. _____
8. All stalls are defined as an 8-foot table with an assumption of space 10' x 10'
 - a. Vendors are required to setup the supplied **table and chair** and to put them away at the end of the market, leaving their area clean. _____
 - b. No product, signs or stands shall be displayed outside of this area. _____
 - c. **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.** _____
9. Doors open and setup starts at 10:30 a.m. Tear down between 4:00 - 5:00 p.m. _____
10. 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 if those stalls are no longer accessible. _____
11. Vendor-to-Vendor sales are permitted at any time. **Public selling begins at Noon and ends at 4:00 p.m.** Sales to the public are not permitted outside of these times, _____
12. **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. _____
13. All vendors must comply with the **Vendor Code of Conduct** (see next page). _____
14. **Failure** to comply with Market Rules and Regulations may result a written warning and/or cancellation of stall and removal from the Devon Arts Market with no refund of fees. _____
15. The Devon Arts Market Management and Committee reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary. _____



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Vendor Code of Conduct

As an accepted vendor at the Devon Arts Market, I will, along with all people assisting me:

1. Conduct myself and all my affairs in a courteous and respectful manner toward the public, all other vendors, market management and market staff, consistently behave in a way that respects and recognizes the rights and selling opportunities of other vendors, and only use language and communication that is polite, respectful, and conscientious;
2. Operate vehicles, equipment, set-up, and take-down in a manner that is safe and responsible for all market participants;
3. Make sure all my products and business practices abide by the laws and regulations set down by Alberta Health Services, Alberta Agriculture & Forestry, AGLC and any other relevant agency;
4. Work together with the Devon Arts Market Management to resolve any conflicts or concerns in a calm and cooperative manner to ensure the market day is a good experience for all parties involved.

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. Unsigned agreements will not be considered as complete and will not be accepted for review.

Signature: _____ Date: _____

Office use only:

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