



P.O. Box 22176 Grande Prairie AB T8V 6X1
Phone: (780)814-8224 Fax: (780) 814-8254
Email: info@gpfarmersmarket.ca

2010 Christmas Craft Show & Sale Registration Form

Thursday, November 25th; Friday, November 26th; & Saturday,
November 27th

Business name: _____

Vendor's name(s): _____
Please list additional staff names so show badges can be made in advance for entry.

Mailing Address: _____

Home phone: _____ Work phone: _____

Cell phone: _____ Fax number: _____

Email address: _____ Website: _____

Booth Fees

Please make cheques or money orders payable to The Grande Prairie Farmers' Market. Payment is due in full by August 31st, 2010. Registrations after August 31st, 2010 must be paid by cash or bank draft. An invoice is attached for all Vendors who have not completed payment.

All requests for refunds must be made in writing or via email and **MUST** be received on or before 11:59 p.m., August 31st, 2010 in order to receive a refund. A \$25.00 Administrative fee will be deducted from all cancellation requests received on or before the deadline. Cancellations after September 30th, 2010 will be subject to a \$100.00 cancellation charge.

The Grande Prairie Farmers' Market reserves the right to assign booth locations with respect to general appearance, public interest, noise level, and products offered. *The Grand Prairie Farmers' Market reserves the right to deny any application and return any deposits or payments in full without explanation.*

Booth Size and Set-up provided by Superior Show Services:

Each booth measures 10-feet x 10-feet, and is supplied with 1x 8-foot skirted table, drapery 8-feet behind and 4-feet on each side, 2 chairs, and lighting. If you require further services please fill out the attached forms and fax or mail them to Superior Show Services. See your information pamphlet for complete show services.

Thank you for supporting the Grande Prairie Farmer's Market..

Vendor Products/Services Information (all sections must be completed, please indicate if not applicable)

Complete the following registration information and return it with your payment.

Please make note of the following rules and regulations:

1. All registration applications must be completed in full. Any section not completed may result in your application being denied.
2. You must list the entire product line you plan to offer for sale at the show. You do not need to list each individual item by scent, size, or colour. You may not list a general item such as "Giftware." If you bring an item that is NOT listed, you will be required to remove it from your booth. If you forget to list an item in error, you must notify us in writing or via email within fourteen (14) days of the date on your application form. THERE WILL BE NO EXCEPTIONS TO THIS RULE.
3. The Grande Prairie Farmers' Market reserves the right to refuse the showing or sale of any product or service without explanation.
4. **Food vendors** who sell a product that is in direct competition with the Crystal Garden Concession (eg Mini-Doughnuts, Popcorn, Candy Floss, etc) must pay a commission of \$50.00 per day or a total of \$150.00. Crystal Gardens will determine who must pay the commission and their decision is final. This fee must be paid before you receive your show badges when you register at the Registration Desk in November. This is at their discretion and you must list all food and drink items, sample or serving sizes and packaging sizes for this to be determined. All non-commercially made food must be listed for PCH approval in advance and their regulations followed at all times.
5. **All Vendors selling any food or drink must also complete a list as above to the GPFM for the Crystal Centre 30 days in advance of the show and non commercially made food list to GPFM for PCH approval minimum 30 days in advance of the show or they may not be allowed to set-up and no refunds will be issued for non-compliance. We are a Farmers Market and we do encourage sampling but we have an excellent reputation for food safety and compliance with all regulations and expect our vendors to work with us closely to maintain this.**
6. **You will not be permitted into the show area to set up your booth for the 2010 Show until you have signed in at the Registration Booth that will be located in the Lobby.** You will not receive your Show Badge(s) unless your booth and any other extra fees have been paid. Only Vendors with Vendor Show Badges will be permitted into the show area through the main doors or the loading doors. Security will enforce this rule.

Are you planning to bring large display units, walls, tents, canopies, etc? If so please give a description of how you plan to set up your booth and/or send pictures. These items must comply with fire and size regulations. Please contact our manager for details.

Do you require the use of the Crystal Centre Wireless Network to access the Internet or process Point of Sale purchases? _____

There is no charge for wireless but if you require a hard line then you must make advance arrangements with Superior Shows.

Thank you for supporting the Grande Prairie Farmer's Market..

The Grande Prairie Farmers' Market is an Approved Alberta Farmers' Market. As an Approved Alberta Market, Vendors are classified accordingly into the 80/20 rule: 80% of our overall Market is required to be products from Vendors who make it, bake it or grow it; to produce a product made in Alberta. The remaining 20% of the Market is made up of products from outside of Alberta or those Vendors who do not make bake or grow their products.

Please specify if you are a Vendor who makes, bakes, or grows their product and give a description of how and where you produce your products. If you are a Vendor who makes some of your product but also offers product that you do not make, please list those products that you do make in the space provided. For additional space please use the back of this sheet or attach a separate sheet of paper.

If you are a Vendor who does not make, bake, or grow your product; please list the products and give details of how you obtain your product. Example: home-based business, product from another province or country.

Do you operate a retail outlet? Yes ____ No ____ If yes, what is the name of the outlet and its location (city)?

Please list other Farmers' Markets & Shows you attend. (This information assists us to plan our future shows and to try to accommodate times etc. for Vendors who want to take part)

All products and/or services offered for sale at the Christmas Show must meet the Alberta Farmers' Market Association (AFMA) regulations and the Peace Country Health (PCH) Regulations. Food Vendors are required to contact the Market Manager for a copy of the Peace Country Health Food Rules and Regulations. Food Vendors must also pay a \$50.00 fee to the Crystal Centre if they require the use of cleanup facilities. This fee is due and payable when you register at the Registration Desk before you begin setting up your booth.

Thank you for supporting the Grande Prairie Farmer's Market..

Silent Auction

The Grande Prairie Farmer's Market will be running a silent auction for the benefit of the Grande Prairie Farmers or this years volunteer group such as the Canadian Diabetes Association.

Yes I would like to make a donation for the silent auction. Please ensure you include a business card with your donation.

No thank you not at this time

The volunteer group involved will come around before the first day of Market or during set-up to collect donations. Thanks for your support in advance!

If you have questions at any time please contact Ainsley Lamontagne , Grande Prairie Farmers' Market General Manager at the Market Office (780) 814-8224, Fax: (780) 814-8254 or email gpfarmersmarket@telus.net.

Your signature permits The Grande Prairie Farmers' Market to release information about your business and products to be used solely for promotional purposes of the Grande Prairie Farmers' Market Christmas Show.

Vendor signature(s): (If your business is owned/operated by more than one person, all owners/partners must sign)

Vendor name(s) printed:

Date: _____

(The above date shall be deemed the contractual date. All requests for refunds, changes, etc will utilize this date. The date must be the date on which you submit the registration form; this document may not be post-dated.)

Thank you for supporting The Grande Prairie Farmers' Market. We look forward to seeing you in November.

At the end of the 2010 show we will be offering Vendors the opportunity to sign up for the 2011 show. A 2011 Christmas Craft Show & Sale Pre-registration Form will be given to each Vendor during the show. Pre-registration forms must be accompanied by a \$100.00 deposit. A written notice of cancellation must be received no later than June 1, 2011 in order to receive a refund. All refunds will be subject to a \$25.00 administration fee. All vendors who pre-register will receive an invoice with their 2011 Christmas Show Registration Package. Please note: Costs to produce the 2011 Christmas show will increase approximately 5%, therefore booth rentals will be increased by approximately 5% to cover the additional expenses.

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Crystal Centre
10017 – 99 Avenue
Grande Prairie, Alberta
T8V 0R7
Fax: 780.539.9935

Crystal Centre Trade Show Exhibition Policies

Load In & Out

- All exhibitors must load in and load out through the west overhead door.
- Exhibitors may **NOT** park their vehicles on the brick plaza, in fire lanes next to the load in bay or other designated No Parking zones.
- Vehicles parked illegally will be ticketed and towed.
- Public parking lots are located east, west and south of the venue.

Delivery of Goods & Storage

- The Crystal Centre will not accept, ship or store any packages for any event hosted at the venue. It is up to each tradeshow organizer and their exhibitors to look after accepting and storing packages.
- Storage of items at the Crystal Centre after the move-out deadline is not permitted. Crystal Centre does not take any responsibility for articles left within our venue.

Stick-on Decals

- Exhibitor give-aways may **NOT** include STICK-ON decals.

Helium Balloons

- Helium Balloons are restricted. Exhibitors may not give-away helium-filled balloons. All balloons must be secured until the completion of the show, and all balloons must be deflated prior to removal in order to ensure no balloons are released to clog Crystal Centre HVAC systems.
- Helium tank(s) must be stored safely while in use and/or being transported to the room(s) and are to be secured on an appropriate cart(s) and the MSDS (Material Safety Data Sheet) must be with the tank.
- **An hourly charge will be levied for removal of balloons that have risen to the ceiling.**

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Signs & Banners

- No materials of any kind may be affixed to the ceiling, walls, windows or doors whether painted, wooden, or vinyl by any method whatsoever without the *Event Manager's written approval*.
- Decorations or signage that require hanging at a distance greater than can be reached by a ten foot step ladder must be performed by a rigger contracted by the Crystal Centre for a fee of \$57.00/hr with a minimum four hour call out. It is the responsibility of the client to rent a man lift if one is required.

Candles/Open Flames

All displays with candles of any kind (including votives) must meet the fire code. Candles must have a cover to prevent accidental contact and protection from being knocked over. Large non-combustible bases and chimney glasses around the candle are mandatory.

Alberta Health Services

Exhibitors must comply with all health and safety regulations as outlined through Alberta Health Services. The following services must contact Alberta Health Service's Environmental Health Program to obtain a Special Events License/Permit Application:

- a. Trade Show Organizer
- b. Exhibitors promoting/selling/sampling any food or beverage
- c. Exhibitors promoting/selling/offering personal services which may include: Tattooing; Piercing; Aesthetics (manicures, pedicures, etc.); Hairdressing/Barbering; Hair Removal Processes; Sensory Deprivation Tanks

For further information, contact Alberta Health Services: **Telephone:** 780.513.7517;

Toll Free: 1.800.732.8981 or **Website** www.pchr.ca

Trade show booths must be totally self-contained for hand washing/dishwashing equipment and refrigeration. Crystal Centre will not provide access to any areas within our concessions stands. Trade show booths must supply their own ice requirements.

Food and Beverage

- Crystal Centre's exclusive food and beverage suppliers make every effort to ensure food and beverages are abundantly available and of the highest quality.
- A Food & Beverage Cart will be circulating throughout the tradeshow to provide exhibitors the opportunity to purchase a variety of food and beverages without having to leave their booth.
- Food and beverages, alcoholic or otherwise, may **NOT** be purchased or brought off-site and consumed or served within the venue.

Food & Beverage Sampling

Crystal Centre recognizes food & beverage sampling enhances a trade show atmosphere. The following requirements are in place:

1. **Beverage Product:** sample size not to exceed 2 oz. portions.
2. **Food Product:** sample portions to be no more than 1 oz. (28 grams) per serving.
3. **Packaging:** Food or beverage items for sale must be pre-packaged in such quantities as to be solely intended for home consumption.
4. It is mandatory for each exhibitor to complete the ***Food and Non-Alcoholic Beverage Sales & Sampling*** application form and/or **Alcoholic Beverage Sampling** application form prior to their participation in an event held within the Crystal Centre.
5. Applications must be received a minimum of 14 days prior to the event.

Cooking Demonstrations

The Crystal Centre must approve any cooking being done within the facility. All cooking equipment must meet all fire and safety standards and is subject to City of Grande Prairie Fire Department and Alberta Health Services approval.



Crystal Centre
Fire and Vehicle Policy

Crystal Centre
10017 – 99 Avenue
Grande Prairie, Alberta
T8V 0R7
Fax: 780.539.9935

The following regulations have been prepared in conjunction with the City of Grande Prairie Fire Department.

Regulations for Fire Safety

- Exhibitors are reminded that they must remain within the space assigned.
- A minimum of eight feet (8' or 2 ½ metre) aisle must be maintained at all times for tradeshow.
- Aisles must be kept clean and uncluttered at all times.
- No hazardous display of any nature will be permitted in any areas of the Crystal Centre. This includes open flames, hot coals, LPG (Liquid Propane Gas) lighters and containers, charcoal grills, flammable liquids, toxic liquid or gases, hazardous chemicals, etc. or any hazardous liquid, solid or gas of a similar nature.
- Fire exits, hose cabinets and pull stations are to be in full view and kept clear at all times.
- The Crystal Centre must approve any cooking being done within the facility. All cooking equipment must meet all fire and safety standards and is subject to City of Grande Prairie Fire Department and Alberta Health Services approval.
- If more information is required, contact the Fire Prevention Branch at 780.538.0393

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