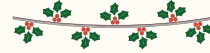




AUBURN HOUSE CHRISTMAS CRAFT & MARKETPLACE

Saturday, November 16, 2024 | 10:00am to 3:00pm



Exhibitor Application Information

People who design and create hand-made crafts, as well as small, home-based business entrepreneurs, are to complete this application form if they wish to be an exhibitor at the 2024 Auburn House Christmas Craft & Marketplace.

The Auburn Bay Residents Association (ABRA) will be hosting our 17th annual Auburn House Christmas Craft & Marketplace on Saturday, November 16, 2024 from 10:00am until 3:00pm. Auburn Bay is home to over 6,750 households, with neighbouring communities like Seton, Cranston, New Brighton, Mahogany, McKenzie Towne, and Copperfield. This creates a vast potential customer base for our Craft Fair & Marketplace, offering vendors an excellent opportunity to showcase their products to a wide and diverse audience. Our 2023 market had approximately 2600 shoppers in attendance!

The primary requirement for this event is that exhibitors must design and create their own handmade, artisanal products. Applications that meet this criterion will be prioritized. However, small, home-based businesses are also encouraged to apply. Preference may be given to exhibitors with products made or grown in Alberta. This application enables the Auburn Bay Residents Association to evaluate exhibitors and ensure a well-balanced market mix. Approval of applications is at the sole discretion of the ABRA.

IMPORTANT!

Due to the significant amount of fraudulent activity surrounding market hosts, exhibitor applicants should note that Jennifer Tait, Events Manager of the Auburn Bay Residents Association (ABRA), will be the ONLY person contacting applicants for payment upon approval into the Auburn House Christmas Craft & Marketplace. Furthermore, applicants will only be contacted from a phone number originating within the business facility of the Auburn Bay Residents Association. Please be wary of anyone claiming to be a staff member of the ABRA from an outside phone number.

The ABRA also do our best to catch and delete all fake/fraudulent comments on our event social media regarding applications, payment, and the market itself in general, etc. in a timely manner. However, if you see a comment or post on any of the ABRA/Auburn House platforms that are not posted by the ABRA/Auburn House, please do not contact or engage with the fraudulent profile/commenter.



AUBURN HOUSE CHRISTMAS CRAFT & MARKETPLACE

APPLICATION SUBMISSION DATES

APPLICATION DATES:

Applications from potential exhibitors will not be accepted or held on file if submitted before the dates specified below.

Craft/Handmade Products:	Home-Based Business/MLM
Auburn Bay Members: September 9, 2024	Auburn Bay Members and Non-Members: October 15, 2024
Non-Members: September 23, 2024	
<i>This is an application only and does not guarantee you as an exhibitor. You will only be contacted if approved by the ABRA.</i>	

APPLICATION DEADLINE:

- Monday, November 4, 2024

Note to Applicants:

Due to the high volume of applications received, only approved exhibitors will be contacted. Please note that we do not send rejection notices, as your application may still be under consideration until all exhibitor spaces are filled to ensure a well-balanced market mix. All applications are kept on file and may be considered for approval at any time. In recent years, the market has filled several weeks before the application deadline. Even after the market is full, applications may still be considered in the event of an exhibitor cancellation..

EVENT AND EXHIBITOR INFORMATION

EVENT DATE & TIME:

Saturday, November 16, 2024 | 10:00am to 3:00pm

Exhibitors may **arrive for setup no earlier than 8:00am** and **no later than 9:30am**.

All exhibitors must be setup and ready to sell by 9:45am.

You must remain open until 3:00pm, no exceptions.



AUBURN HOUSE

CHRISTMAS CRAFT & MARKETPLACE

EVENT AND EXHIBITOR INFORMATION

LOCATION:

Auburn Bay Residents Association (aka Auburn House)
200 Auburn Bay Blvd SE
Calgary, AB T3M 0A4

PARKING:

Once unloading your vehicle for your setup is complete, please park at the far end of the parking lot as to save closer parking stalls for customers. Please limit the time you leave your vehicle unattended in the traffic circle as it is a fire lane and typically no parking is permitted.

EXHIBITOR FEES:

Craft/Handmade Products:

- Auburn Bay Members: \$65.00 + GST
- Non-Members: \$75.00 + GST

Multi-level Marketing/Home-Based Business:

- Auburn Bay Members: \$85.00 + GST
- Non-Members: \$95.00 + GST

Exhibitors will be provided with one (1) six-foot banquet table and two (2) chairs. Exhibitors cannot bring additional tables or chairs due to limited space. Your display must only occupy the space provided with the number of tables booked.

TABLES & LINENS:

One (1) additional six-foot banquet table can be provided for an additional cost of \$16.00 + GST. No exhibitor may exceed two (2) tables total. There are a limited number of double-table rental spaces available.

One (1) complimentary table linen (white) can be provided, if you do not already have a linen of your own you prefer to use. All tables must have a linen and be set up in a professional looking manner. An additional table linen (white) can be provided at the cost of \$12.00 + GST.

Deadline for requests for an additional table and/or linen: November 4, 2024
(subject to availability)

POWER:

Access to power: \$10.00 + GST.

Limited availability for access to power outlets. Requests are on a first request, first serve basis.



AUBURN HOUSE

CHRISTMAS CRAFT & MARKETPLACE

REGULATIONS AND POLICIES

- The Auburn Bay Residents Association (ABRA) does not guarantee approval of exhibitors (this is an application only). **DO NOT include payment with your application. Payment will be arranged only if you are approved and accepted as an exhibitor. See 'Important' note on page 1.**
- Application approval is at the sole discretion of the ABRA.
- Registration priority will be given to Auburn Bay members and to those with craft/hand-made products.
- Exhibitors will be selected based on product/service offerings, market mix, quality, and uniqueness of their product/service.
- Minimum age of exhibitor is 16 years.
- Only one (1) business/exhibitor is permitted per table/occupant rental space.
- **Refunds of fees will not be granted for cancellations.** Exhibitors must notify the Events Manager if they will be absent from the event at least 5 days prior to the event date (events@auburnbay.org).
- Approved exhibitors may rent a second table/booth for a second business only if space permits. Applications for multiple booth bookings will only be considered on or after November 4, 2024.
- Duplicate companies, as well as competing products or services from the same corporate entity or franchise, will not be permitted. There may be multiple exhibitors within the same/similar product or service category; however, the number of these exhibitors will be capped based on the total number of exhibitors.
- All products to be sold must be listed on the application. This is to ensure a market mix that will appeal to our customers. Exhibitors will be asked to remove any products from their display not listed on their application.
- As per Alberta Health Services (AHS), the Alberta Food Regulation outlines rules for operating a low-risk home-prepared food business and the sale of such low-risk home-prepared foods. If you wish to apply with any such classification of these foods, you must first read the [AHS Fact Sheet](#) to ensure you qualify for this category, and ensure compliance of all policies and regulations set forth by AHS.
- As per AHS, exhibitors selling or providing a product/service within the personal service category (e.g. henna, face painting, esthetic services, etc.), or selling any type of consumable products, must submit an AHS Vendor Notification form to ABRA for approval by AHS. Due to the AHS deadline, these types of applications must be submitted to the ABRA **no later than October 16, 2024**. Contact events@auburnbay.org for details and documents.
- All food products must be labeled with ingredients. Previously frozen products must be labeled with the date of freezing.
- Products sold by weight must be weighed on a scale that has been inspected and approved by federal authorities and is labeled 'legal for trade'.
- Resale of products is not allowed. It is unacceptable to purchase products from sources and sell them unaltered in the marketplace.
- Price fixing in the market is against the law. Sharp pricing and product dumping products are not allowed. Changing prices during the market is discouraged.



AUBURN HOUSE

CHRISTMAS CRAFT & MARKETPLACE

EVENT RULES

- The Auburn House Christmas Craft & Marketplace will be open to the public from 10:00am until 3:00pm.
- Venue access for set-up will be **no earlier than 8:00am** and **exhibitors must arrive no later than 9:30am**. All exhibitors must be ready to sell at 9:45am.
- Under no circumstances shall exhibitors sell their products before the event opens at 10:00am.
- No exhibitors shall pack up their display before the end of the event at 3:00pm. Exhibitors who pack up early will be suspended from all future trade show type events at Auburn House.
- Exhibitors are asked to create a unique and appealing display for their booth. However, any and all display material must fit within your allotted space.
- No pets or animals of any type are permitted.
- All exhibitors are encouraged to carry individual liability insurance on their products and displays. ABRA is not responsible for any lost, stolen, or damaged goods.
- Disputes among exhibitors will not be tolerated. The Events Manager and/or ABRA have the final authority in all disputes. Exhibitors taking issue with other exhibitors or the ABRA are asked to fill out an incident report form and return it to the ABRA or the Events Manager.
- The facility is to be left in as found condition or better at the end of the event. Exhibitors are responsible for picking up all trash in front, under and around their table space. All display materials, boxes, personal garbage, etc. must be taken home with the exhibitor. Failure to leave the facility clean may result in the exhibitor being suspended from future trade show type events at Auburn House.
- No smoking or vaping is permitted in the Auburn House. Both exhibitors and customers may smoke only in the designated area outside. The use of cannabis or any other intoxicating substance is strictly prohibited on ABRA property.
- The Events Manager/ABRA has the right to make changes to any rules and regulations. Exhibitors will be notified of any changes in rules or regulations.
- All exhibitors and applicants must abide by these rules and regulations. The Events Manager reserves the right to deny any applicant or exhibitor space at any time, and may require exhibitors to leave the facility in the event an exhibitor fails or refuses to abide by the rules and regulations listed above.



AUBURN HOUSE

CHRISTMAS CRAFT & MARKETPLACE

EXHIBITOR APPLICATION FORM

Please complete your application online using the link below.

Alternatively, download the PDF version below to submit a hard copy application.

Hard copy applications are to be emailed directly to: events@auburnbay.org, or delivered to the address below.

Personal or Mail Delivery:

Auburn Bay Residents Association

Attn: Jennifer Tait

200 Auburn Bay Blvd SE

Calgary, AB T3M 0A4

DO NOT include payment with your application. Payment will be arranged only if you are approved and accepted as an exhibitor. See 'Important' note on page 1.

Exhibitor Online Application: [CLICK HERE](#)

EXHIBITOR HARD COPY APPLICATION:

Download PDF 

If you have any questions about the Auburn House Christmas Craft & Marketplace, or the information in this package please contact the Auburn House Events Manager:

Jennifer Tait

Email: events@auburnbay.org