

Auburn Bay Residents Association

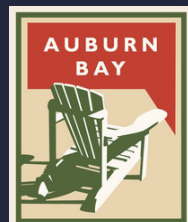
TWILIGHT MINI MARKET

~ A Fireworks Spectacular Attraction ~



VENDOR APPLICATION

2025





TWILIGHT MINI MARKET

Vendor Application

Saturday, September 6, 2025
6:00pm - 8:30pm

ABOUT THE TWILIGHT MARKET

In celebration of Auburn Bay's 20th anniversary, the Auburn Bay Residents Association (ABRA) is excited to introduce a brand-new feature to its most popular and largest-attended annual event — the Twilight Mini Market, part of the Fireworks Spectacular.

Set against the serene backdrop of Auburn Bay Lake, the Fireworks Spectacular regularly draws thousands of residents each year and serves as a cherished community tradition. This year's edition promises to be even more memorable as we mark two decades of community connection, capped off by a dazzling fireworks display under the stars.

The Twilight Mini Market will take place outdoors in the Auburn House park. It will open at 6:00 p.m. as part of the evening's lead-up to the fireworks. This unique sales opportunity offers Auburn Bay resident vendors a chance to showcase and sell their goods to a high-volume, hyper-local audience in a festive, lakeside setting.

Vendor spaces are very limited and open exclusively to Auburn Bay residents. The market will feature a curated selection of products and services from resident vendors, and applications will be evaluated to ensure a balanced, high-quality mix of offerings. The application does not guarantee acceptance — approval is at the sole discretion of ABRA.

This is a resident-only event, both for guests and vendors, providing a focused, community-oriented experience. We look forward to reviewing your application and potentially welcoming you as part of this special new addition to Auburn Bay's signature end of summer celebration.



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APPLICATION & SELECTION PROCESS

This application allows the Auburn Bay Residents Association to evaluate vendors and ensure a well-balanced, curated mix of market offerings. All vendors must be residents of Auburn Bay, and acceptance is at the sole discretion of ABRA.

Applications Open: May 16, 2025

Application Deadline: July 13, 2025

Vendor Notifications Begin: After the application deadline

Only selected vendors will be contacted. However, applications not initially approved may still be considered in the event of a cancellation by an approved vendor.

IMPORTANT!

Due to the significant amount of fraudulent activity surrounding market hosts, vendor 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 Twilight Mini Market. 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. ABRA will not contact approved market vendors via social media.

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.



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EVENT & VENDOR INFORMATION

The Twilight Mini Market is a brand-new feature of Auburn Bay's Fireworks Spectacular and part of our 20th anniversary celebration. This outdoor, resident-only market will take place on the concrete pad near the beach and park space as we welcome thousands of Auburn Bay residents to the community's largest and most anticipated event of the year.

Market Hours: 6:00 p.m. – 8:30 p.m.

Fireworks Display: Begins at approximately 9:00 p.m. (once the sun has set)

Park Closure: 10:00 p.m.

Please note: There is no lighting in this area of the park and after sunset it becomes quite dark. Vendors are encouraged to begin closing up their booths as dusk sets in (approx. 8:30 p.m.). This is also the time event guests begin to settle in for the start of the fireworks display. You are not required to be fully packed up before the fireworks begin, but all vendor materials and belongings must be cleared from the park by 10:00 p.m., when the park closes.

This event is open only to Auburn Bay residents, both as vendors and attendees. It provides a unique opportunity to engage with a large, supportive, local audience in a festive lakefront setting.



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VENDOR SETUP & BOOTH DETAILS

- **Vendor Fee:** \$100 + GST (flat rate)
- **Booth Space:** 10' x 10' designated footprint on the concrete pad
- **Included:** 2 chairs per booth space
- **Not Provided:** Tables, tents, table coverings, or any display components

Vendor setup may begin at 4:30 p.m. and must be completed by 6:00 p.m. **All vendors are required to arrive no later than 5:30 p.m.** Tear down details are outlined in the Event & Vendor Information section on page 3.

Vendors may bring any combination of tables, displays, or product setups, provided the entire setup fits within the allotted 10' x 10' space.

- **Pop-up tents** are optional, but if used, they must:
 - Not exceed 10 ft x 10 ft
 - Be properly weighted on all four legs for safety (no exceptions)
- **Power and Wi-Fi:** Not available due to the outdoor nature of the event
- **Table coverings:** Must be provided by the vendor

PARKING & UNLOADING

Vendors may use the traffic circle to unload their vehicle, but please do not leave your vehicle unattended for extended periods. The traffic circle is a designated fire lane and normally no parking is permitted. We ask all vendors to unload quickly and move their vehicle to designated parking as soon as possible. Please also note the traffic circle will be blocked off to all vehicles by 6:00 p.m. Access through the gatehouse will also be available.



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REGULATIONS & POLICIES

- The Auburn Bay Residents Association (ABRA) does not guarantee approval of vendors (this is an application only). **DO NOT include payment with your application.** Payment will be arranged only if you are approved and accepted as a vendor. See 'Important' note on page 2.
- Vendors must be residents in good standing with membership fees paid in full.
- Application approval is at the sole discretion of the ABRA.
- Vendors will be selected through a curated process based on product or service offerings, overall market mix, and the quality and uniqueness of their work.
- Minimum age of exhibitor is 16 years.
- **Refunds of fees will not be granted for cancellations.** Vendors must notify the Events Manager, in writing, if they will be absent from the event at least 7 days prior to the event date (email: events@auburnbay.org).
- Only one (1) business/vendor is permitted per booth rental space.
- All products to be sold must be listed on the application. This is to ensure a market mix that will appeal to our customers. Vendors will be asked to remove any products from their display not listed on their application.
- As this event is considered private because it is not open to the general public, Alberta Health Services (AHS) protocols do not require food vendors to submit a Vendor Notification form for approval. However, it is strongly preferred that food vendors offer products classified as low-risk under AHS regulations.
 - 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.



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MARKET RULES AND EXPECTATIONS

- The Auburn House Twilight Mini Market: a Fireworks Spectacular Attraction will be open from 6:00 p.m. to 8:30 p.m.
- To ensure fairness to all vendors, sales are not permitted prior to the official market opening at 6:00 p.m., recognizing that setup times may vary depending on the vendor.
- No vendor shall pack up their display before the end of the event at 8:30 p.m. Vendors who pack up early will be suspended from all future market events at Auburn House.
- Vendors 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 vendors 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 vendors will not be tolerated. The ABRA management have the final authority in all disputes. Vendors taking issue with other vendors 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. Vendors are responsible for picking up all trash surrounding their booth space. All display materials, boxes, personal garbage, etc. must be taken home with the vendor. Failure to leave the facility clean may result in the vendor being suspended from future market events at Auburn House.
- No smoking or vaping is permitted in the Auburn House facility, lake or park areas. Smoking may only take place in the designated area outside the park gates. 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. Vendors will be notified of any changes in rules or regulations.
- All vendors and applicants must abide by these rules and regulations. The Events Manager reserves the right to deny any applicant or vendor space at any time, and may require vendors to leave the facility in the event a vendor fails or refuses to abide by the rules and regulations listed above.



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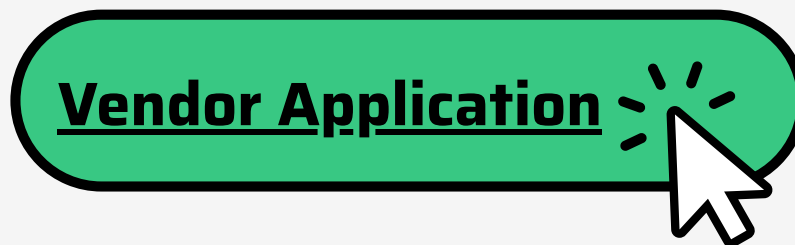
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VENDOR APPLICATION FORM

Please complete your application online using the link below.

DO NOT include payment with your application. Payment will be arranged only if you are approved and accepted as a vendor. See 'Important' note on page 2.



If you have any questions about the Auburn House Twilight Mini Market, or the information in this package please contact the Auburn House Events Manager:

Jennifer Tait
Email: events@auburnbay.org