

# Diamond Music Fest Market Vendor Application



Thank you for your interest in the Market at the Erma Joy Brown Park as a part of the Diamond Music Fest (July 1<sup>st</sup> & 2<sup>nd</sup>, 2017). This family-friendly event features beer gardens, an artisan market, 2 full days of musical entertainment, and carnival games.

Space is limited and will be confirmed as applications are received. Inquiries may be directed to Quinn Page, Economic Development & Events Manager at 403-933-4348 or [quinnp@town.blackdiamond.ab.ca](mailto:quinnp@town.blackdiamond.ab.ca).

### Contact Information

Contact name:

Business/organization name:

Business/organization type:

Mailing address:

Phone number:

Email:

### Application Category

#### Market Vendors:

Market vendors are encouraged to provide an interactive experience for market attendees through demonstrations and presentations. Priority will be given to vendors based in Black Diamond, Turner Valley and the surrounding area offering handmade, locally-produced or local-sourced goods and services. **Space is limited. Final approval will be at the discretion of the market manager. Tents must be used.**

**\*\*Tables and tents are NOT provided\*\***

#### Market Vendor

No charge per 10-foot booth space for the 2017 Market at the Erma Joy Brown Park, July 1st (10:00 am to 9:00 pm) & 2<sup>nd</sup> (12:00 pm – 9:00 pm), 2017. Donations will be collected in lieu of vendor fees on the afternoon of both July 1<sup>st</sup> and 2<sup>nd</sup>. Set up times and other event details will be provided to you in an email or by phone. \_\_\_\_\_ # of spaces requested

#### Sale of Food Products - Alberta Health Services Certification:

The sale of food products is strictly controlled by Alberta Health Services and must be approved before being allowed into the Market. Food products are subject to random testing by Alberta Health Services throughout the Market. Guidelines and information may be obtained by contacting the Alberta Health Regional Office in either High River (403.652.0104) or Okotoks (403.938.4911). Market vendors intending to sell food are to complete and return the Temporary Food Establishment (Vendor) Notification to Alberta Health Services, Okotoks branch. Anyone selling and/or handling food **MUST HAVE** completed a food safety course. **Food trucks must have a Town of Black Diamond Business License and Fire Inspection**

Proof of AHS inspection provided:    Yes     No     Not applicable (not selling food products)

**Booth Information:** Please describe the product you will be selling.

### Applicant Agreement

**I have read and accept the terms and conditions of this agreement and will retain a copy for my records. I confirm that the information contained in this form is true and correct to the best of my knowledge. I will notify the Economic Development & Events Manager if my information changes prior to the event.**

Name (Printed):

Date:

Signature:

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Please retain this sheet for your information and reference

- **Make It. Bake It. Grow It. Vendors are encouraged to design, create, or produce the art, craft or product being offered for sale.**
- **Vendor tables and tents are not provided** – please bring your own.
- Preference may be given to locally- or regionally-based community agencies or organizations.
- Market vendors and exhibitors can set up Friday, June 30<sup>th</sup> from 4:30 to 8:00 pm and must be set-up by 9:00 am and ready to open by 10:00 am on July 1<sup>st</sup>, and must remain setup until 9:00 pm on Sunday, July 2, 2017. Parking will be available at the Scott Seaman Arena, details and map will be provided upon approval of space.
- Booth spaces are approximately ten feet (10') wide and ten feet (10') deep, depending on the location of the space. Vendors and exhibitors requiring additional space must book additional booths. **Tents are required and must be provided by the vendor, and must be secured, either using weights or stakes.**
- Vendors and exhibitors are responsible for bringing booth supplies including: tables, chairs; tablecloths and table skirts; stands, easels and paper weights to secure items; extra tables; tents; or canopies, as required; and sufficient staffing for the booth. Please ensure tents and canopies are weighted to prevent them from blowing over in case of wind; plan to bring weights such as sandbags concrete blocks to hold down your tent. Vendors and exhibitors are, at all times, responsible for the stability and safety of display elements.
- There is limited space for vendors that do not have their own power source.
- Vendors selling food items are expected to follow AHS standards and guidelines. For the safety of others, please leave your pets at home.
- The facility is under the direct control of the market manager, or their designate. The facility is to be left in an “as found condition or better” at the end of the Market. Vendors and exhibitors are responsible for picking up all garbage in front of, under and around their booth space. Vendors and exhibitors must take their garbage home with them; do not place in public garbage cans.
- Vendors and exhibitors will be assigned a space in advance of the market. Efforts will be made to rearrange vendors and exhibitors, if requested, however, vendor and exhibitor placement within the market is at the discretion of the market manager.
- Vendors and exhibitors release the Town of Black Diamond, along with any volunteer, from injury or damage incurred. Town of Black Diamond employees are released from all liability from theft, damage or accidents with regard to vendor and exhibitor displays prior to, during and after the market. Product liabilities, guarantees and insurance are the sole responsibility of vendors and/or exhibitors.

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