



Bears paw Community Association

## Market Vendor Information Rules & Policies | NEW 2025

*IMPORTANT NOTE to Exhibitors/Vendors, please read the following rules and policies which govern our markets.*

# Market Vendor Information Rules & Policies

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## Code of Conduct and Rules:

### **A. General Vendor Conduct**

1. The Bears paw Community Association is the first point of contact for all inquiries, concerns, or feedback around the market and its operations. The market manager or event representative will be present at every market. Authority to enforce any and all legislation and market rules lies first with the Bears paw Community Association management.
2. If a resolution cannot be made, the concern shall be sent in writing to [events@bears pawlc.org](mailto:events@bears pawlc.org).
3. Vendors shall present themselves and their products in a professional manner at all times. Abusive and rude behavior will not be tolerated by anyone (other vendors, patrons, volunteers, management and their representatives) attending the Bears paw Community Centre and could result in being dismissed without a refund.
4. Vendors are strongly encouraged to *find alternative care for young children during market hours*. Vendors who choose to bring children must ensure that their child(ren) are not disruptive to the general market environment or other vendors. Any vendors with child(ren) must be under the constant supervision by a responsible adult at all times.
5. Vendors are encouraged to **advertise on their social media** platforms and share using our social tag **@bears pawcommunityassociation**, **@bca\_communityassociation** and event hashtag for the event you will be at, **#bca\_ChristmasMarket** or **#bca\_FallHarvestMarket**. The committee will do their best to showcase vendors before the market and during the market.
6. Alcohol and drug abuse are strictly prohibited on market premises. Failure to comply could result in your dismissal from the market and future events.

### **Set up Times**

7. Market dates and times are outlined on the website and on your Market Vendor Application.
8. Vendors are provided site access for set up **Thursday prior to the Market dates from 2PM - 6PM. On Friday Vendors access to the building will open at 9AM. ALL SETUP MUST BE COMPLETED 30 MINUTES PRIOR TO MARKET START on FRIDAY.** Market hours vary, it is your responsibility to check the website or refer to your application for start times. Vendors who have not shown up by 6PM Thursday risk forfeiting their stall, without refund, or prior notice was provided to the event coordinator. Please arrive 30 minutes everyday, prior to market start time to ensure you are prepared when the doors open to the public. Failure to cooperate could jeopardize returning for future markets.
9. Repeated tardiness or no-shows will result in permanent forfeiture of the vendor's stall without refund.
10. **Building Access:** Doors will open no earlier than one hour prior to start times on Saturday & Sunday. Management will be on hand to facilitate entry. Please note this includes access to the gym or banquet hall Saturday or Sunday before 9AM and needs to be cleared out within 30 minutes after Market end time for security reasons.

### **Vendor Parking**

11. Vendors must park in the allocated vendor parking areas. Any vendors found parking in the patron parking zones will be asked to move once before they risk having the vehicle towed at their own expense and without any vendor refund.



## **Payment Terms & Conditions**

12. Fees can be paid online. The payment link will be given at the time of acceptance.
13. Payment must be completed to secure your spot. Unpaid spots will be reassigned.
14. NSF payments of any sort will be charged at a rate of \$30 per occurrence. Vendors with unpaid accounts (including NSF payments) risk forfeiture of their stall space until the account is brought up to date or could be exempt, dismissed and ejected or banned from future Bears paw Community Association events. No refunds will be issued.
15. Refunds shall **NOT** be issued under any circumstance, including, but not limited to:
  - No-Shows or Cancellations
  - Weather Conditions
  - Dismissal due to non-compliance of market rules
  - Dismissal due to non-compliance of AHS rules and orders
  - Dismissal due to non-compliance of any level of Government rule, order, or directive.
  - Dismissal due to rude and abusive behavior to other vendors, patrons, volunteers, management and their representatives, or anyone attending the Bears paw Community Centre.
  - Pre-paid fees are not transferable to other market dates.

## **Vendor Responsibilities**

16. A limited number of spaces are available with power. Vendors are encouraged to invest in the equipment they require for their operation.
17. Vendors must have enough product for all days and in the event you run out of product you must remain until the end of the market.
18. BCA provides a space and chair, vendors are responsible for their own set-up within the designated area. Any additional racking or shelving brought by the vendor must be either placed in such a way so as not to interfere with the movement of neighboring vendors and be inside of marked spaces as indicated. Nothing will be placed in front of the tables or in any such way that it presents a safety risk to any market patron or citizen at any time.
19. The ***facility management is given the final decision in vendor placement*** within the market. Vendor placement requests and/or special needs will be taken into consideration; however, ***vendors must be prepared to take whatever space is assigned to them.***
20. Vendors must be prepared to ***take down their displays within a maximum of one hour following*** closure time of the market and are responsible for ensuring their rented space is left completely clean of any and all debris and/or garbage related to their operation. Vendors will ensure their products and display are not a cause for litter or environmental debris of any sort. Any large garbage item such as boxes and bags larger than 15L are the responsibility of the Vendor and must not be disposed off site. Any garbage created during market hours, such as samples, are the responsibility of each Vendor. You can use the outside bin to dispose of garbage on the east side of the building daily for this purpose.
21. Vendors ***WILL NOT pack up their display prior to market end time.*** In the event of a vendor selling out of product, they are to use the remaining time as an opportunity to continue showcasing their business and products through direct customer interaction.



22. Vendors that move their vehicles or drive out before market close without the permission of the market manager or event coordinator may be expelled from the market with no refund of fees. This is a safety concern and violators will not be tolerated.

### **Application & Selection Process**

23. Applications to the markets are provided to all vendors. Previous attendance is not a guarantee of acceptance into the current year market. All spaces are allotted based on the category of product sold, completion of the [vendor application](#), “Vendor Rules & Regulations” policy, and all information is provided correctly (see Vendor Checklist) and payment has been made in full.
24. Once an initial application has been received the vendor will either be approved or on our “waitlist” based on all documents being completed correctly, past market behavior, and market vendor category is still available. **Once the emailed acceptance has been received, an invoice will be sent and payment must be made within 7 days of acceptance emailed** and no spots are guaranteed until payment is completed in full.
25. Vendors are required to provide copies of current liability insurance, health certification (if selling food and/or any other governing body to which the vendor’s product or this market are required to adhere to. E.g. AHS permit # for food vendors.
26. There is no vendor exclusivity policy in place at the Bears paw Community Association Markets. It is the vendor’s responsibility to market their product in ways that will make it desirable to the consumer and differentiate them from other vendors carrying similar items.
27. The Bears paw Community Association Markets accepts no responsibility for a vendor’s success at the market.
28. **All products must be listed on the initial vendor application.** Addition of new products will only be made with the permission of the market manager/event coordinator and must be pre-approved. Vendors are asked to provide photos of their main product line and booth setup on the application.
29. The sale of used goods in unaltered state, flea market products, or the sale or inclusion of any live animals in the market is strictly prohibited. Non-profit groups are welcome to apply for attendance at the market free of charge. Acceptance will be based on availability and a completed vendor application package is still required.

### **Liability Insurance**

30. Vendors are required to:
  - Obtain adequate liability insurance for their products and their businesses. Group policies can be obtained for a minimal cost through your personal insurance agent.
  - Submit a copy of their policy with their application to the market.
  - Sign the liability waiver provided as part of their application to the market.
  - Bears paw Community Association is not responsible for any damage, theft, or personal injury.

## **Additional Information**

### **Food Product Vendors**

31. ***It is the responsibility of the vendor to obtain and maintain the appropriate certifications required by Alberta Health Services (AHS)*** in order to prepare and sell food products at a public market. Vendors must submit a



copy of their Mobile Permit # with their application AND have a copy prominently displayed on their table for all markets attended.

- 32. Food vendors providing sampling of any sort are required to be familiar with and abide by the legislation around this in accordance with [AHS standards](#).
- 33. All food products will be labeled with the following:
  - Vendor name including contact information
  - Ingredient list, in descending order of ingredient quantity
  - Date of manufacture and recommended shelf life/storage instructions
  - Where product has been previously frozen or not
  - Quantity
  - Common allergen identification (nuts/peanuts, wheat/gluten, soy, eggs, dairy, fish, etc.)
- 34. If prepared in a home kitchen label must indicate this.
- 35. There will be absolutely no sale of uninspected meat or raw dairy products at any time.
- 36. Vendors may not use uninspected eggs in their baked goods.
- 37. Preserved goods in glass jars are limited to jams, jellies, and pickles.
- 38. **All Food Vendors must have an AHS Mobile Permit.**
- 39. The full regulation and applications are available at <https://www.albertahealthservices.ca/eph/Page15563.aspx> or will be provided on request by the market manager.

## Application Checklist

### Vendor Checklist

- ✓ Market Application with Date Selections
- ✓ Signed Information Release, Waiver, and Policy Acknowledgment
- ✓ Photo representation (5) of the main product line
- ✓ Table set up or yourself crafting your product
- ✓ Payment in Full
- ✓ Agreement to this Vendor Market Rules & Regulations
- ✓ **Food Vendors:** a copy of your AHS Mobile Permit # **MUST** be emailed to: [manager@bears pawlc.org](mailto:manager@bears pawlc.org) 10 days prior to the market

Please note the Bears paw Community Association is **NOT** responsible for any damage or loss for vendor product left unattended.

- I have read the "Vendor Information, Rules & Market Policies" located on the website [www.bears pawlc.org](http://www.bears pawlc.org) on the "Markets" Page and if selected as a vendor for any Bears paw Community Association Market or Event, I agree to abide by those rules and policies as well as any penalties or booth cancellations that may arise from failure to follow those rules and policies.

\_\_\_\_\_  
Vendor Company Name (Print)

\_\_\_\_\_  
Vendor First & Last Name (Print)



Bears paw Community Association

## Market Vendor Information Rules & Policies | NEW 2025

@bca\_communityassociation  [www.bears pawcommunityassociation.com](http://www.bears pawcommunityassociation.com)

Vendor Signature

Date

**Market Sponsor:** Bears paw Community Association, 253220 Bears paw Rd, Calgary, AB , T3L 2P5

**Manager Email:** [events@bears pawlc.org](mailto:events@bears pawlc.org)

Applications are available on our website at [Bears pawCommunityAssociation.com](http://Bears pawCommunityAssociation.com)

