

2024 DOWNTOWN MARKET SERIES

Vendor Rules & Regulations



PURPOSE

It is our goal to provide a community gathering where we can support and promote local artisans, small businesses and organizations. We strive to provide a good mix of vendor types at each market for a high quality event.

VENDOR APPLICATIONS & PRIORITY

- Vendors and businesses must apply online at devon.ca/DTmarket
- Applications missing information will need to be re-submitted. Applications are not guaranteed to be approved, though we do our best to accommodate most vendors and businesses.
- It is our goal to have an approximate ratio of 70% local/small/handmade businesses to 30% non-local/commercial businesses. Every market may have different offerings.
- Network marketing & commercial businesses (i.e. Tupperware, Epicure, etc): If applications come in from different representatives of the same company, only one application will be approved per market date. Priority will be given to local representatives whenever possible.
- Approvals will be sent to vendors within 5-7 business days of their application date.

VENDOR PRODUCTS

You must list all items you intend to sell at the market on your application to ensure vendor variety. Any items not listed on your application may be excluded on event day. Any changes you make to your application once it has been approved, must be resubmitted for approval in writing.

Food Vendors must comply with all Alberta Health Services guidelines. Business information will be submitted to Alberta Health Services (3) weeks prior to each event by the Town of Devon.

VENDOR ACCESS & MARKET SCHEDULE

- Set up for the Downtown Markets will begin at 8:30am.
- All vendors must have their space set-up by 10am.
- Vendors arriving after 10am may not be granted access.
- Vendors booths must remain until 3pm (end of market).
- We encourage using reusable bags and eco-products.

2024 Devon DT Markets will be held from 10am-3pm on June 22, July 13, July 27 & August 10.

Businesses may apply for one or multiple markets.

PARKING AT THE MARKET

Vehicles are NOT allowed on the grass other than food vendors in their designated areas. Once you have unloaded, please move your vehicle from in front of market to a parking area we have designated. There should be ample parking on main street, beside RBC or in the shopping plaza.

Please abide by all traffic & safety laws when unloading. Do not park on crosswalks or in the middle of the street. Vendors will be subject to being issued a ticket in the event laws are not followed.

BOOTH ALLOCATION

Each vendor will be assigned a 10x10 booth space. If needing more space, added fees may apply. We will do our best to ensure each vendor has sufficient space for their display(s).

Vendors must provide their own tents, tables and chairs for the outdoor markets. Tents must be safely secured to the ground with tent pegs or weights.

The DT Market planning team will assign booths and provide the site map the week leading up to the event. The Town of Devon reserves the right to re-assign booth locations at their discretion.

FEES & REFUND POLICY

- Vendors will be charged a small fee to ensure project longevity. Fees will be assigned as follows: Free for youth entrepreneurs, \$20+GST/booth for Devon businesses, and \$30+GST/booth for non-local businesses. *Early bird registration fees may apply dependent on the application being received by April 30, 2024.* Fees include (1) 10x10 booth space. If needing more space, additional fees will apply.
- Fees will be collected through RecDesk after the application is approved. Fees must be paid within (2) weeks of receiving approval or spot may be forfeited.
- Full refunds or a RecDesk credit will be given if the event is cancelled due to weather or due to circumstances out of the Town of Devon's control.
- Vendor fees are non-refundable as they are used to pay for advertising & on-site event rentals. If extenuating circumstances happen, it will be up to the Town of Devon's Downtown Market planning team's discretion to give full, partial or no refund to vendors. Please email all vendor cancellations in writing to DTmarket@devon.ca prior to the market date(s). No refunds given for no-shows.

CODE OF CONDUCT

- Vendors will conduct themselves in a courteous and respectful manner towards the public and all market participants/vendors.
- Vendors are required to stay in their allocated space during market hours and have at least one person always manning their space.
- Vendors will refrain from any behaviour that interferes with the rights of working/selling opportunities of other vendors.
- Vendors will refrain from using language, which is offensive, threatening or intimidating to others.
- Vendors will not participate in the market under the influence of alcohol and drugs.
- Vendors will only sell and display items that are appropriate for a family friendly venue.
- Vendors will operate vehicles and/ or equipment in a safe and responsible manner.
- Vendors are responsible for ensuring that they abide by the Rules and Regulations of the Federal, Provincial, Municipal governments and Alberta Health Services, as applicable.
- Vendors will respect and adhere to the rules and regulations established by the Town of Devon. The Downtown Market planning team has final say on all market related matters.
- The products which may not be sold include, but are not restricted to, used or second-hand items including antiques. Product suitability is to be determined and approved by the Town of Devon.
- This is a smoking free market environment. Please ask about our designated smoking areas.
- The Town of Devon is not responsible for lost, stolen, or damaged articles.
- Vendors are responsible for keeping their space clean and tidy; this includes picking up and removing all litter at the end of the market session.
- These rules are subject to change. Any changes will be sent to vendors in writing.
- Failure to comply with any component of the rules and regulations or the code of conduct will result in removal from the market and future events. No refund will be given in this case.

PARTICIPATION WAIVER & PHOTO CONSENT

All vendors must sign a participation waiver prior to attending the market(s). In the event any rules & regulation changes need to be made to the markets, these will be emailed to all vendors.

By attending the market, you grant the Town of Devon the right and permission to use any and all pictures and film footage of your booth and business representatives on social media, websites and news channels. This includes advertising and promotional purposes.

QUESTIONS? CONTACT US!



DTmarket@devon.ca



780-987-8332