

Diamond Valley Day

2023 Market Vendor / Exhibitor Application

Thank you for your interest in **Diamond Valley's Diamond Valley Day**, which will be held on **Saturday, June 3, 2023**. Our family-friendly event features an artisan market, children's activities, music and a community BBQ, and is complemented by a variety of activities hosted by local businesses and organizations in Diamond Valley.

To participate as a market vendor or exhibitor at this year's event, please send a completed application and payment to the Town of Diamond Valley, Box 10 (514 Windsor Ave NW) Diamond Valley, AB T0L 0H0 or via email to events@diamondvalley.town

Application deadline: May 19, 2023

Contact Information

Contact name:	
Business/organization name:	
Business/organization type:	
Mailing address:	Website:
Phone number:	Email:

Application Category

Market Vendors:
Priority will be given to vendors offering handmade, locally-produced or locally-sourced goods and services. Final approval will be at the discretion of the Market Manager. **Tables and chairs are not provided – please plan to bring your own.**

Organization Exhibitor:
Exhibitors typically represent not-for-profit organizations based in Diamond Valley and the surrounding region. Organization exhibitors are required to provide an interactive experience for market attendees through demonstrations and presentations. The Town of Diamond Valley supports the fundraising initiatives of local organizations, and pre-packaged food items may be permitted for sale with approval of the Market Manager and Alberta Health Services.

Market Vendor	Organization Exhibitor
\$30.00 per 10 foot x 10 foot booth space	No charge per 10 foot x 10 foot booth space
# of spaces requested _____	# of spaces requested _____

Sale of Food Products - Alberta Health Services Certification:
The sale of food products is strictly controlled by Alberta Health Services (AHS) 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, **30 days prior to event**. Anyone selling and/or handling food **MUST HAVE** completed a food safety course.

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

Booth Information: Please describe the product you will be selling or the information you will be providing:

Applicant Agreement

I have read and accept the terms and conditions of this agreement, including the attached page, 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 [Event Coordinator](#) if my information changes prior to the event.

Name (Printed):	Date:
Signature:	
Date Received:	Application Approved Yes <input type="checkbox"/> No <input type="checkbox"/> Booth #

Diamond Valley Day

2023 Market Vendor / Exhibitor Information

Please retain this sheet for your information and reference

- All products to be offered for sale must be listed on the application form, and are subject to approval by the Event Coordinator – vendors may be limited to selling only certain products. Please include pictures of your items and/or copies of your printed materials with your application form submission; electronic copies can be emailed.
- **Vendor tables and chairs are not provided** – please bring your own.
- Exhibitors must be locally- or regionally-based community agencies or organizations.
- Market vendors and exhibitors must be set-up and ready to open by 11:00 am, and must remain setup until 3:00 pm. No vehicles will be allowed in Millennium Park or in the parking lot area of the Flare n' Derrick Community Hall after 10:30 am or before 3:00 pm. After unloading, vendors must park offsite.
- 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.
- Vendors and exhibitors are responsible for bringing booth supplies including: tables and chairs; tablecloths and table skirts (mandatory); stands, easels and paper weights to secure items; extra tables, tents, or canopies as required; and sufficient staffing for the booth. All tents and canopies must be weighted to prevent them from blowing over in case of wind; plan to bring weights such as sandbags or concrete blocks to hold down your tent.
- Customer, vendor and exhibitor safety in the marketplace is imperative. Displays should be planned with safety in mind. Vendors and exhibitors are at all times responsible for the stability and safety of display elements.
- Vendors and exhibitors should be conscious of personal hygiene in the marketplace. A neat, tidy appearance, clean clothes, hair etc. are encouraged. Smoking at your booth is prohibited at all times; please smoke in your vehicle or away from event areas. Please leave your pets at home.
- The facility is under the direct control of the Event Coordinator, 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 large items of garbage/recycling home with them; do not place it in public garbage cans.
- Vendors and exhibitors will be assigned a booth space in advance of the market. Vendor and exhibitor placement within the market is at the sole discretion of the Event Coordinator.
- Power / electricity hookups are not available to vendors or exhibitors. Stand-alone generators are not permitted.
- Cancellation: Booth cancellation must be made in writing and delivered to the Diamond Valley Municipal Office by 4:00 pm on **Friday May 19**, to receive a full refund. No refunds will be issued after this date.
- Vendors and exhibitors agree to release the Town of Diamond Valley as well as their agents, volunteers, and staff from all liability due to theft, damage, injuries or accidents that occur within the scope of the event, prior to, during and after the market. Product liabilities, guarantees and insurance are the sole responsibility of vendors and/or exhibitors.
- Diamond Valley Day is a green event and efforts should be made by all participating vendors and exhibitors to provide and use recyclable, reusable or compostable packaging wherever possible.

Inquiries may be directed to Bridget Lacey, Event Coordinator

bridgetl@diamondvalley.town or 403.933.6208