



# Ridgewood Christmas Market

## Vendor Guidelines

### **Items for Sale**

All items to be sold by the vendor must be hand made by them. The market does not accept resellers of commercially made goods, resellers of other's handmade goods, or multi-level marketing schemes (Scentsy, Epicure, Mary Kay, etc.). Items wholly designed by the artist/artisan and made commercially may be accepted on a case-by-case basis.

### **Location**

The market will be held inside Ridgewood Community League at 3705 Mill Woods Rd East. Vendors will be allowed to park in the league parking lot to load/offload their stalls before and after the market, but during market hours they will have to park along 36 Ave, to the south of Minchau School. From 9:45 am to 4 pm the lot is reserved for guests of the market only.

### **Hours of Operation**

The market will be taking place from 10 am to 4 pm on Saturday, November 16, 2024.

Set up begins at 8:30 am. All vendors must be inside the market by 9:30 am, and completely set up by 9:45 am. Late arrivals may be told they are not allowed to set up.

Vendors cannot pack up prior to the end of the market. Vendors will have from 4-5 pm to pack up their stalls.

### **Table Rentals**

Stall rentals are \$30 for an 8 foot table, \$20 for a 6 foot table, and \$15 for a 5 foot table. We will try to honour all requests, but some tables may sell out. Vendors will be presented with alternate table options at that time.

## **Food Vendors**

Ridgewood Christmas Market is only accepting vendors of low-risk food items at this time. Low Risk Foods are defined as any of the low risk foods outlined by AHS in [this information sheet](#). No meats, low acid canned foods, dairy, or other high risk/easily perishable items are accepted. All food vendors must also label their home made goods as outlined by the above linked sheet in order to be accepted.

All food vendors must also complete the Alberta Health Services Alberta Food Safety Basics for Farmers' Markets course ([here](#)), and present their certificate with their stall fee and signed agreement.

## **Vendor Rules**

All vendors agree to the following rules:

1. Vendors must arrive at the market with enough time to set up and be ready for the public by 9:45 am.
2. Vendors must clean up their stalls at the end of the market and remove any garbage.
3. All items being vended must be made by the stall holder. No resale of items (commercial or handmade), and no multi-level marketing products are allowed (eg. Scentsy, Epicure, Mary Kay, etc.).
4. As a family event, no vendors will be permitted to display items that are explicit in any way. Should the organizers deem something inappropriate, they reserve the right to remove the item and/or the vendor.
5. All vendors will behave in a professional, business-like manner.
6. Vendors will not interfere with customers at another stall.
7. Vendors won't engage in high pressure sales tactics.
8. Vendors are not permitted to smoke anywhere on the market site or school property.
9. All vendors are required to pay their stall fee, and hand in their signed agreement and AHS certificate (if required) by October 25<sup>th</sup>.
10. These guidelines are subject to change.