



Fusion Festival



1248 Livingston Way NW Calgary, AB T3P 0V9 | 587-391-6239 | events@livingstonhub.ca

Vendor Application

Livingston Homeowners Association (LHOA) is proud to host Fusion Festival, a celebration of the rich tapestry of cultures in our community. As part of this event we will be welcoming a variety of vendors to showcase and sell their products to attendees.

As a potential vendor, we want to welcome you and thank you for your interest in joining us for this event. Please review our Rules and Regulations, complete and submit the Application form to be considered as a vendor for Fusion Festival.

Fusion Festival will take place on Sunday September 15th, from 2pm-5pm.

Location: LHOA, 1248 Livingston Way NW, Calgary, AB T3P 0V9

The event will be held outdoors. One table per stall will be provided. It is strongly encouraged to bring a tent to shelter yourself and your products from the elements. Vendors are expected to arrive at 1:30pm, or earlier, to allow time for set up.

Vendor Name:	Business Name:
Address:	City:
	Postal Code:
Day Phone:	Cell:
Email:	Facebook Page:
Website:	

Specifics

Number of 2m x 2m Stalls Required:

Special Consideration for Placement:

Product Description

Please indicate all categories that apply to your sales:

<input type="checkbox"/> Garden Produce	<input type="checkbox"/> Baking	<input type="checkbox"/> Knitting/Sewing	<input type="checkbox"/> Candy
<input type="checkbox"/> Greenhouse Produce	<input type="checkbox"/> Preserves, dips, condiments, sauces	<input type="checkbox"/> Wood Crafts	<input type="checkbox"/> Jewellery
<input type="checkbox"/> Meat/Fish/Poultry	<input type="checkbox"/> Dairy	<input type="checkbox"/> Cosmetics/Beauty	<input type="checkbox"/> Pet Food
Other, please list		Other Agricultural Product	

Commercial Products

Provide a detailed description of all the items you intend to sell at the event.

Release of Information

As a vendor, I give permission for business information (as listed above) to be used on the LHOA website and social media platforms. Information and mailing lists are otherwise kept confidential and used to inform vendors of upcoming events.

Vendor Signature:



Fusion Festival



Liability Waiver

In consideration of being allowed to use the facilities of the LHOA, I/we, the undersigned hereby agree as follows:

1. To waive any and all claims that I/we, of (business name) may have had or may have in the future against the LHOA, its directors and officers, employees, agents/contractors, representatives, volunteers.
2. To release the LHOA from any and all liability for any loss, damage, and injury or expense that occurs out of the use of any of the facilities of the LHOA, by the above-named vendor, their family, their employees or volunteer participants.
3. To hold harmless and indemnify the LHOA from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs on a solicitor-and-his-own client full indemnity basis, resulting from the participation in any event to be held in the facilities of the LHOA.

I/we, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, importance and meaning.

Participant(s) signature(s):

Date:

Accuracy & Acknowledgement of Rules & Policies

By my signature below, I declare the information on this form to be complete and accurate. I understand that **not all applicants are granted space for the event** and it is the right and responsibility of the LHOA to decide who may vend products and allocation of space at this event.

Signature of Applicant:

Date:



Vendor Rules & Policies

In addition to the information provided in the pages previous to this, please note the following rules and policies which govern our event:

Set up Time, Stall Clean Up, & Vendor Parking

1. Vendors are provided site access 1-2 hours prior to event starting. Vendors who have not arrived one-half hour prior to event start time may forfeit their stall, unless prior notice was provided to the LHOA.
2. Access to the event; event coordinator will be on hand to facilitate entry.
3. Vendors must be prepared to take down their displays within a maximum of one hour following event closure time and are responsible for ensuring their 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.
4. Vendors will not pack up their display prior to event 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.

Stall Space & Equipment

1. A limited number of stalls are available. Vendors are encouraged to invest in the equipment they require for their operation.
2. Stalls are 2m x 2m, with one 1.8m rectangle table.
3. 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. Nothing will be placed in front of the tables or in any such way that it presents a safety risk to any patron or citizen at any time. Additional racking or shelving will never block neighboring displays.

4. Vendors shall ensure their contact information is provided to customers with each sale through the use of at least one of the following: business cards, product labeling, or receipts for payment. The customer will be provided with (at minimum) the company/vendor name, and a phone number or email address.
5. The event coordinator is given final decision in vendor placement. 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.

Vendor/Product Mix and Application Process

1. All products must be listed on the initial vendor application. Addition of new products will only be made with the permission of the event coordinator and must be preapproved.
2. Vendors must be prepared to provide proof of origin of their products to the event coordinator upon request.
3. The sale of used goods in unaltered state, flea market products, or the sale or inclusion of any animals in the market is strictly prohibited.
4. Non-profit and fund-raising groups are welcome to apply to attendance.

Insurance

1. Vendors are required to obtain adequate liability insurance for their products and their businesses. Group policies can be obtained for a minimal cost through the Alberta Farmers' Market Association or contact your personal insurance agent.
2. Vendors are required to submit a copy of their policy with their application.

General Vendor Conduct

1. No vendor shall make any sales to customers prior to the event start time. Inter-vendor sales are permitted prior to event start.
2. The event coordinator is the first point of contact for all inquiries, concerns, or feedback around the event and its operations. The event coordinator will be present at the event. Authority to enforce any and all legislation and rules lies first with the event coordinator.
3. No vendor shall display or act in a manner that is rude, confrontational, disruptive, inappropriate to other vendors, patrons, volunteers, LHOA staff, or anyone attending the event. Vendors that contravene this policy will be dismissed and ejected from the event.
4. Vendors shall present themselves and their products in a professional manner at all times. This includes being respectful of all patrons and informing the event coordinator of any concerns as soon as is reasonably possible.
5. Vendors are strongly encouraged to find alternative care for young children during event hours. If this is not possible, vendors must ensure that their children are not disruptive to the event or other vendors. Children must be under the constant supervision of a responsible adult at all times.
6. If a vendors is not longer able to attend the event they must provide notice by 6 PM on the Monday prior to the event by (no exceptions) via email to the events coordinator: events@livingstonhub.ca. Lack of cancellation notice will be taken into consideration for all future markets acceptance.

Additional Information for Food Product Vendors

1. 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 to the public. The minimum standard is the Alberta Farmers' Market Safe Food Handling Certificate. Vendors must submit a copy of their certification with their application AND have a copy prominently displayed on their table. Find the required course here.
2. Food vendors providing sampling of any sort are required to be familiar with and abide by the legislation around this. If hand washing stations are required, it is the responsibility of the vendor to provide a temporary set up that is in accordance with AHS standards.
3. All food products will be labeled with the following:
 - a. Vendor name and contact information (minimum is a phone number)
 - b. Ingredient list, in descending order of ingredient quantity
 - c. Date of manufacture and recommended shelf life/storage instructions
 - d. Where product has been previously frozen or not
 - e. Quantity
 - f. Common allergen identification (nuts/peanuts, wheat/gluten, soy, eggs, dairy, fish, etc.)
 - g. If prepared in a home kitchen label must indicate this.
4. There will be absolutely no sale of uninspected meat or raw dairy products at any time.
5. Vendors may not use uninspected eggs in their baked goods.
6. Eggs provided for sale must be kept at the appropriate temperatures of below 7 C and reused egg cartons must be labeled appropriately.
7. Preserved goods in glass jars are limited to jams, jellies, and pickles.

Please forward completed applications to:

Livingston Homeowners Association

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