

Holiday Makers Market - Vendor Application and Vendor Guidelines

Vendor/Business Name	Contact Name
Phone Number	Email Address
Description of items for sale (Please be specific - e.g., handmade jewelry, knitted scarves, wood crafts, holiday baked goods, etc.)	
Are your items handmade/DIY/Original? Note: reselling and MLM products are not permitted	
☐ Yes ☐ No	
Will you be selling baked goods or food items?	
☐ Yes ☐ No If yes, a valid AHS Food Handling Permit may be required	
Do you need a table provided?	
☐ Yes ☐ No	
Do you need chairs provided? If yes, how many? (max 2)	
☐ Yes _____ ☐ No, I will bring my own	
Standard vendor space is approx. 8 ft wide by 6 ft deep. Will this work for your set-up?	
☐ Yes ☐ No	
Do you require access to electricity? (Limited availability - not guaranteed)	
☐ Yes ☐ No	
What forms of payment will you have available onsite?	
☐ Credit Card ☐ Debit ☐ Cash	
Connection to the Military/Defence Community (CAF, CAF family member, Veteran, spouse, dependent, supporter, etc.)	
Social Media or Website (Optional)	

Please submit this form to:
outreach@mfrcedmonton.com by November 2, 2026

We will follow up with approved vendors with further details and setup instructions.

Holiday Makers Market - Vendor Guidelines

Product Requirements:

- Only handmade, DIY, or original items allowed.
- No reselling or multi-level marketing (MLM).
- Holiday baked goods are welcome if compliant with food safety rules.

Prohibited Items:

- No alcohol, cannabis, tobacco, vape products, 18+ content, weapons, or items promoting violence.
- No high-risk food (e.g., perishable items like meat, dairy, eggs, or foods requiring special handling).
- Foods must be stored at the correct temperatures (below 4°C or above 60°C) and properly labeled.

Food and Baked Goods:

- Must follow Alberta Health Services (AHS) regulations.
- A Food Handling Permit may be required, depending on item type.
- All food must be safely packaged and labeled. No on-site prep unless pre-approved.
- Bite-sized samples only: Pre-portioned and handed to customers (no self-service).
- Keep samples at proper temperatures and discard after 2 hours if not temperature controlled.
- Use single-use utensils or toothpicks. No on-site cooking or reheating without a separate permit.

Handwashing and Hygiene:

- Vendors must have soap and paper towels at handwashing stations.
- Hand sanitizer is supplementary, not a replacement.
- Vendors must maintain good hygiene, including clean attire and frequent handwashing.

Tables and Set-up:

- Vendors should bring their own table and chairs when possible.
- One table and up to two chairs can be provided if requested in advance (limited availability).
- Vendors must supply their own table coverings and display materials.
- Displays must be tidy, safe, and remain within assigned space.

Space and Layout:

- Each vendor is allocated approx. 8 ft wide x 6 ft deep.
- All items must stay within your assigned area.
- Extra space is limited—please request on your application if needed.
- Booths will be assigned in advance.

Holiday Makers Market - Vendor Guidelines

Event Timing:

- Set-up begins at 8:00 am; be fully ready 30 minutes before opening.
- Vendors must stay for the full event and clean up their space after.

Conduct and Community Standards:

- Vendors must always act respectfully and professionally.
- No loud music or disruptive behaviour.
- MFRC may ask vendors to leave if guidelines are not followed.

Weather and Liability:

- This is an indoor event.
- Vendors are responsible for their own items, equipment, and money.
- MFRC is not liable for lost, stolen, or damaged goods.

Promotion:

- Vendors may appear in event promotions unless they request otherwise.

Payment Methods:

- Payment in the amount of \$10.00 dollars can be made:
 - In person at the MFRC front desk by Cash, Debit, MasterCard or Visa, Monday – Friday 9:00am – 4:45pm
 - By phone to 780-973-4011 ext. 528-6300 with MasterCard or Visa, Monday – Friday 9:00am – 4:45pm,
 - Electronic Fund Transfer (EFT):
 - **Email:** payment@mfrcedmonton.com
 - **Password:** Direct deposit is set up which means no password is required
 - **Comment Section:** To ensure funds received are allocated to your account, please ensure you provide either your name or the name of your business followed by the name of the event (i.e. MFRC - Holiday Makers Market).