

2023 MADE for PETS

VENDOR APPLICATION FORM

MADE for PETS is Edmonton's pet-themed handmade market hosted by the Animal Care & Control Centre and the Edmonton Humane Society. Vendors are invited to rent a booth space to sell handmade wares, with all vendor fees being allocated to support the Edmonton Humane Society.

All participating vendors are required to sign the MADE for PETS Vendor Application Form. In addition, all vendors must adhere to the event policies and vendor criteria.

EVENT DETAILS

The 2023 MADE for PETS *Winter Edition* market will be held on **Saturday, November 18, 2023, from 10:00am – 4:00pm.**

- This event will be hosted indoors in the Edmonton Humane Society's Canine Enrichment Centre.
 - Address: 13620 – 163 Street NW, Edmonton, Alberta T5V 0B2
- The vendor application deadline is **Wednesday, November 1, 2023.**
- Cancellation policy: In order to receive a full refund, cancellation must be provided prior to **Monday, November 6, 2023.** No vendors will be eligible for a full or partial refund after this date.

VENDOR CRITERIA

In order to be eligible for attendance, all vendors must meet the following criteria:

- Products sold by the vendor should be pet or animal-themed.
- No vendor is permitted to sell products containing CBD oil, as per Health Canada and the Cannabis Act
- All products sold by the vendor must be handmade. No mass produced products.
- All products sold by the vendor are made in Canada.
- All products sold by the vendor have been designed, created, and manufactured by the vendor.
- Vendors must have tangible products available to showcase for present or future purchase within their booth space.

*All vendor applications will be reviewed and approved based on a variety of factors. If you have questions regarding the criteria involved in this decision, feel free to contact the event organizers.

*Priority will be given to local vendors, however all vendors are welcome to apply.

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EVENT POLICIES

General

- No vendor can be present unless registered.
- Vendors attending must not share space, tables, or booths. Only one vendor per booth.
- Any vendor participating cannot collect donations or engage in any specific philanthropic promotion.
- Vendors are not permitted to provide demonstrations of any products or services outside of their booth space without permission.
- Absolutely no smoking or e-cigarettes are permitted inside the building.
- Vendors are not permitted to bring animals, due to the unpredictability and stress of the environment. Vendors are **not** permitted to sell or adopt any animals out during the event

Booth Requirements & Equipment

- An 8'x8' space will be reserved at the venue for each confirmed vendor.
- The Edmonton Humane Society will provide a table and 2 chairs per booth.
- Vendors will be responsible for providing a tablecloth (if required) and any other necessary setup supplies
- A power source will **not** be available for vendors within the booth space.
- There is only an EHS Guest WiFi available

Setup & Teardown

- Setup will take place on Saturday, November 18 from 8:00am and must be completed by 9:30 AM. No vendors may begin to tear down until 4:00 PM on Saturday, November 18.
- Once unloaded, all vendors must park in designated parking lots.

*No vendor may be in violation of any policies, as determined by the event organizers. If any vendor is found to be in violation of these policies during the course of the event, they will be asked to modify their operations at the event or have their vendor status revoked and the display removed

*Please be aware that vendors will be contacted prior to the event with specific event, setup, and teardown instructions.

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VENDOR DETAILS

Vendor/Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email Address: _____

Website: _____

VENDOR FEES

- I understand that full payment must be received in order to confirm and reserve my booth space. Yes No
- I understand and agree to comply with the above mentioned Cancellation and Event Policies. Yes No

Payment Amount:

\$150.00 – 2023 MADE for PETS Winter Edition

Payment Type: Cash Cheque Credit Etransfer to: ehsfinance@edmontonhumanesociety.com

Cardholder Name: _____

Card Number: _____ Expiration Date: _____ / _____

Cheque can also be made payable to Edmonton Humane Society and mailed to:

Attention: **Made For Pets**
Edmonton Humane Society
13620 163 Street NW, Edmonton, AB T5V 0B2

2023 MADE for PETS

This information is being collected in accordance with section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act). It will be used by the City of Edmonton and Edmonton Humane Society to manage vendor registration for MADE for PETS. If you have any questions about the collection, use or disclosure of your personal information, please contact the Community Relations Advisor at Animal Care & Control Centre, 13550 163 Street NW, Edmonton, AB, T5V 0B2, phone: 780-495-0327.

I acknowledge and accept that:

- (a) I have read and agree to abide by the event criteria and policies set out above. I will also abide by the City's and Edmonton Humane Society's safety policies and any program guidelines or procedures.
- (b) I agree to waive any and all claims that I have, or may have in the future, or that my child(ren) has/have, or may have in the future, against the City and the Edmonton Humane Society, its employees, volunteers, agents or contractors as a result of any injury, illness, death, loss, expense or damage where that claim arises out of, or is in any way connected, with the City/Edmonton Humane Society's provision of the event; our application to, or participation in, the event. This includes any claims of negligence, breach of contract or breach of any statutory or other duty of care. This waiver shall be effective and binding upon our heirs, next of kin, executors, administrators and assigns, in the event that any of us should die.
- (c) I have read this agreement prior to signing it and I understand its effect. I am aware that by signing this agreement I am waiving certain legal rights that I or my child(ren), and our heirs, next of kin, executors, administrators and assigns may otherwise have had against the City and the Edmonton Humane Society .

Name

Signature

Date

Questions?

Email: specialevents@edmontonhumanesociety.com P: 587-785-2787