

KESA Market Vendor Form & Information

Please fill out this form if you would like to be a vendor at the KESA Market.

Saturday, May 25th from 10:00 am – 4:00 pm at the Syncrude Sport and Wellness Centre

All Vendors will be supplied with one 6-foot table and two chairs. If you require an additional table, it is an additional \$20. If you require additional chairs, please let us know, these are included in the table fees.

Business Name: _____

Contact Name: _____

Contact Email: _____ Contact Phone Number: _____

Description of Items for Sale: _____

Are you a for-profit business? (Y/N) _____

If yes, have you included your business license in the email to KESA? (Y/N) _____

You will be required to show and have your required business license on hand for selling such items.

If you need to secure your business license, email business.licensing@rmwb.ca

Annual licenses cost \$50 and a daily market license to sell homemade goods is \$10

If you are selling used-goods "garage-sale style" you do not need a business license.

Are you selling consumable items? (Y/N) _____

Low risk food items only. See [the AHS Fact Sheet for more information](#). A [Special Event Food Vendor Notification](#) must be submitted to north.specialevents@ahs.ca | Please use "KESA Market" as the event name.

Will you require power for your table? (Y/N) _____

We have limited tables available for power, these will be assigned on a first-come, first-serve basis.

Do you require an additional table for \$20? (Y/N) _____

Do you require additional chairs? (Y/N) _____ How many? _____

Please note that there is no secure Wi-Fi in the venue, however, the public Wi-Fi still accommodates the use of Square or similar payment systems.

A payment of \$40.00 is required to reserve your table.

Payment can be made by visiting the Keyano College Bookstore at 8115 Franklin Ave, Fort McMurray. Please leave your contact information so we can confirm your payment to successfully reserve your table.

Vendor Information, Terms & Conditions

1. Payment must be made before your table is officially secured.
2. **Cancellations made by Sunday, May 19 will be provided with a full refund.** This table spot will then be offered to the first person on the waitlist.
3. **Cancellations after Sunday, May 19 will not be refunded.** This is due to the inability to provide sufficient notice to fill the table.
4. Vendors selling consumable items like food/beverages must complete the [Special Event Food Vendor Notification](#) and submit via email to the North Zone as specified above. If unable to show approval of the notification on the day of the market, the Vendor agrees KESA can ask the Vendor to stop sales of those items.
5. Vendor only washrooms will be available in the dressing rooms beside FH3 and are accessible through the board doors.
6. The Vendor is responsible for all table decor, including tablecloth/signage.
7. The Vendor is responsible for keeping their table neat, well-presented, and their items **within** their table area.
8. The Vendor is responsible for the transportation, set-up, and take-down of their items. The table must be left the same way it was before arrival.
9. The Vendor agrees that **any** items left behind at their table will be donated by KESA to the Salvation Army or related non-profit.
10. The Vendor is responsible for the supervision of their own items. If the table is left unsupervised at any point during the day, KESA is not responsible for any missing items.
11. The Vendor acknowledges that photos will be taken throughout the day and agrees to allow KESA to potentially share photos publicly.
12. There will be free parking for the market day – no need to purchase a parking pass.
13. The Vendor must NOT bring or sell any dangerous items (guns, knives, etc.) as this is a violation of the rules and regulation of a public market.

By signing below, it will be understood that the Vendor has read and agrees with the above information outlined in the Vendor Information, Terms and Conditions.

Vendor Name

Vendor Signature