



NOVEMBER 16-17, 2019

10 AM – 4PM

VENDOR PACKAGE

2019



AZURIDGE  
ESTATE HOTEL

# NICE TO MEET YOU!

Welcome to Azuridge. We are a luxury, boutique hotel located in the foothills of Southern Alberta. We pride ourselves in creating a unique experience for all of our guests from their hotel or restaurant experience, hosted events, weddings and of course, our annual Christmas Market.

We welcome you to join us at the Azuridge Christmas Market as one of our esteemed vendors. Every year, we curate a unique Christmas Market experience for our guests that is unlike any other Christmas Market we know of.

The Azuridge Christmas Market, held at Azuridge, is a festive market with stunning decor, food, beverage and a unique offering of quality products and services for our visitors. The event has been a huge success over the years, with over 1,100 guests last year. Our vendors show great care and attention to our customers and are able to generate ongoing business opportunities for themselves through the partnership and their participation in our market.

We would love you and your company to come and show us what you do best. Bring your products and gift ideas for sale and make incredible lasting relationships with our guests.

Please fill out the vendor form online at <https://www.azuridgehotel.com/christmas-market/christmas-market-vendors>

Or email [sariah@azuridgehotel.com](mailto:sariah@azuridgehotel.com) with any questions.

## IMPORTANT VENDOR INFORMATION:

### TIME

10 am – 4pm, Saturday, November 16, 2019 & Sunday, November 17, 2019.

**Vendor Set-up:** 5pm – 9pm on Friday, November 15, 2019 & 6am – 9am on Saturday, November 16, 2019.

### LOCATION

Azuridge Estate Hotel, Priddis.

We are located just 20 minutes from the Calgary city limits just off the 22x highway.

We are a short 10 – 15 minute drive from Bragg Creek or from Spruce Meadows.

There is a small lane leading up to the estate from Priddis Greens Drive, which is well maintained and clear of snow.

## MEET OUR GUESTS:

This is the 4th annual Azuridge Christmas Market. We had over 1,100 patrons in attendance last year with over 40 amazing vendors.

Our attendees are predominantly made up of our past and existing guests who have come to enjoy the Azuridge Estate and all that we offer. That demographic includes small families, couples, ladies groups, corporate professionals and those living local to Priddis.

## COST: \$400 (both days)

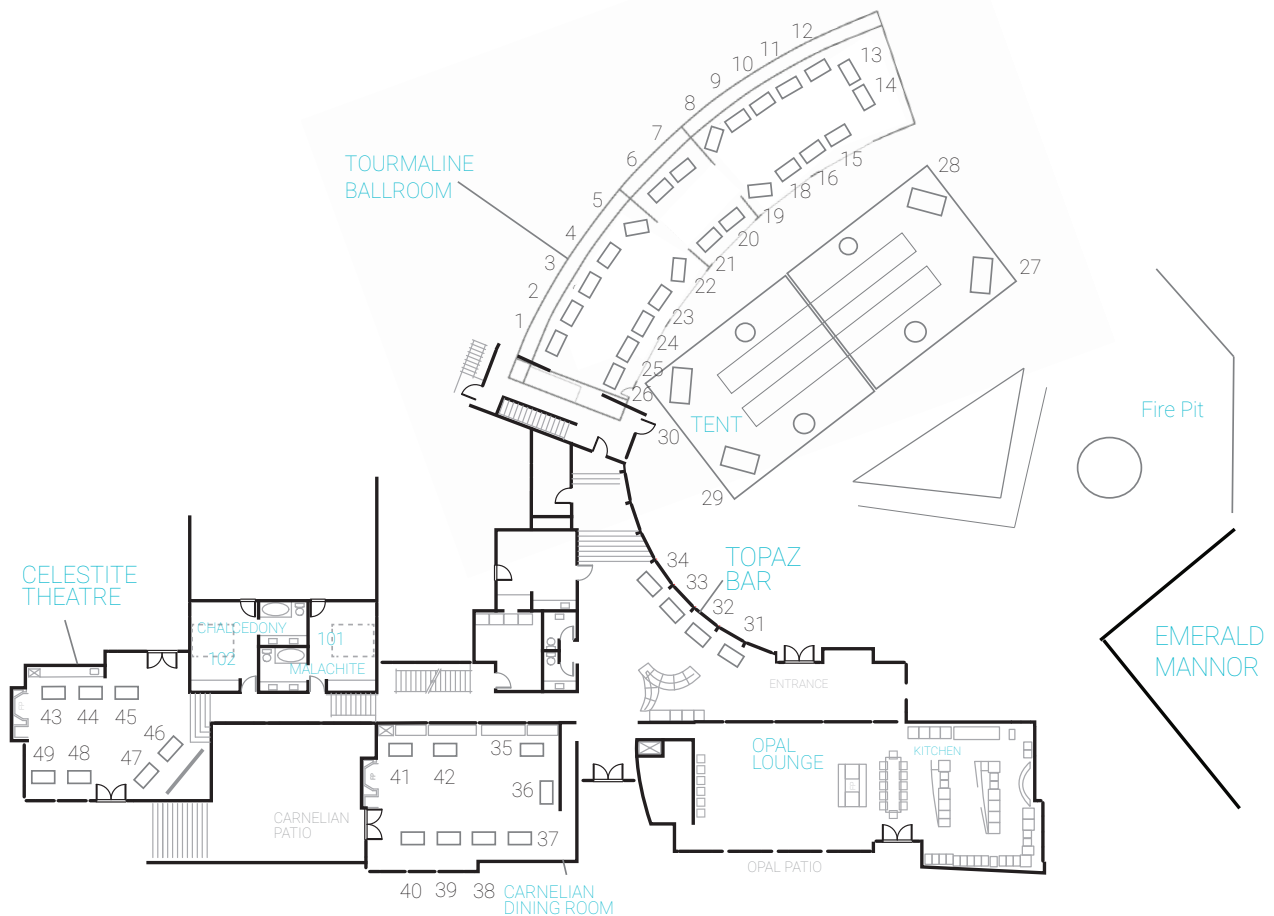
- 6ft Table with linen tablecloth, all tables are located in our event rooms throughout the estate. Please see the attached map for all booth locations.
- Use of the Estate for setup the evening before.
- 4 x food and 2 x drink tickets.
- Priority parking.
- Free Internet.
- Promotion on the Azuridge website and social media.
- Day-of Green Room: complementary muffins, coffee, refreshments.
- One chair.

## EXTRAS:

- Power to your booth: \$25
- Additional chair \$10

## PARKING:

Azuridge will supply priority parking for all vendors, close to the estate entrance. We will also accommodate a large setup/teardown/loading area for easy set up and tear down.



AZURIDGE | SAPPHIRE HALL | Ground level



## DISCOUNT OVERNIGHT ROOM RATE:

Azuridge is offering a \$295/night room rate for all vendors on Friday & Saturday night with an in-room dinner menu and a complimentary in room breakfast in the morning(s). Rooms are not guaranteed and will be at a first come-first serve basis. Please contact [sariah@azuridgehotel.com](mailto:sariah@azuridgehotel.com) for more details.

## REGISTRATION AND PAYMENT:

Once you fill out the online form, you will receive confirmation of your registration in an email once application has been approved. One of our amazing Christmas Market helpers will contact you for payment; once payment is received, you will receive confirmation and booth location.

## VENDOR POLICY:

### MARKET CONDUCT

1. Vendors are responsible for monitoring legislative requirements pertaining to their products and/or services and ensure compliance.
2. Signage on products must be correct and true and any claims are to be accompanied by supporting documents.
3. All signage must be professional and family-friendly.
4. Product ingredients and pricing is to be clearly labeled and legible.
5. The Azuridge Estate Hotel reserves the right to regulate vendor signage and product labeling.
6. The vendor is solely responsible for damages resulting from the sale of unsafe or unapproved goods.
7. Vendors are to sell products or provide services only as outlined in their application, all other products or services must be approved by the Azuridge.
8. Approved vendors, as a condition of their participation, agree to allow Azuridge to enter their space for reasonable inspection of products, cleanliness of area, and food preparation procedures, if applicable.
9. Vendors are responsible for the compliance and the conduct of their employees.
10. Vendors may not assign, sublet or sell their market space.
11. Azuridge reserves the right to request removal of product(s) or service(s) if they are not of appropriate quality or a good fit for the Azuridge Christmas Market.
12. Any cost of damage caused to the Azuridge facility or property is the responsibility of the vendor.

### VENDOR CONDUCT

1. Vendors are to conduct themselves in a professional manner.
2. Vendors are responsible for collecting their garbage from the Sapphire Hall and space clean-up.
3. Any serious complaints or concerns should be put in writing and submitted to [sariah@azuridgehotel.com](mailto:sariah@azuridgehotel.com).
4. Vendors are responsible for the organization and tidiness of their space.
5. Smoking will be permitted in designated areas only.
6. Pets (other than service dogs) are not permitted in Azuridge.
7. Aggressive pushing of product is not permitted, and harassment of any kind will not be tolerated.

## CANCELLATIONS POLICY

1. In an event of extreme weather conditions vendors will be notified and our Weather Emergency Procedures will be activated.
2. Azuridge requires a minimum cancellation notice of 4 weeks prior to the approved vending date. A refund will not be granted after this time.
3. Cancellations are to be made by e-mail to [sariah@azuridgehotel.com](mailto:sariah@azuridgehotel.com)

## NON-COMPLIANCE POLICY

Azuridge reserves the right to suspend a vendors' participation if stipulated rules, regulations and guidelines are not followed and may be subject to one or more of the following:

1. A written or verbal warning accompanied with a demand for immediate corrective action.
2. Reduced priority for space allocation
3. Issuance of a notice of suspension. Vendors receiving a suspension will not receive a refund of money paid for vending dates for which they have been suspended.
4. Issuance of a notice of rule violation and permanent loss of privileges to sell at The Azuridge Christmas Market.
5. A fee or other penalty as deemed appropriate.

### EMAIL

### ADDRESS

### PHONE

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[sariah@azuridgehotel.com](mailto:sariah@azuridgehotel.com)

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