



2025 Vendor Application Form
Northwest Parade of Markets
Rockland Park Application

The Rockland Park Homeowners Association (RPHOA) will be hosting our first Holiday Market on Saturday, December 6th, 2025 from 10am-3pm.

This year's Holiday Market will be held in conjunction with Tuscany Residents Association, Livingston Homeowners Association, Crestmont Homeowners Association and Scenic Acres Community Association with a large door prize being up for grabs for those shoppers attending all 3 markets that day.

This event will feature 18 indoor exhibitors offering customers a wide variety of products. Vendors will be a combination of small businesses, persons who design and create handmade products and home business entrepreneurs. There will be no direct competing products or services from the same company permitted.

This application will allow the Rockland Park Homeowners Association to evaluate vendors and to ensure a diverse mix of products/services. Please ensure your application is completed in full and ensure any certifications needed are attached.

Please submit your completed application to the Rockland Park Homeowners Association via email only to the following:

Email Submission:

Email Header: Holiday Market: Rockland Park Application

Sent to the Lifestyle Coordinator, James Rivard at lifestyle@rocklandparkhoa.ca

Please note: This is a request only and does not guarantee you as an exhibitor until approved by the Lifestyle Coordinator

Applications open to Rockland Park residents on October 15, 2025

Applications open to non-residents on October 22, 2025

Application deadline is November 10th, 2025, or until space is full

If you have any questions regarding the information within this package, please contact the Lifestyle Coordinator through email: lifestyle@rocklandparkhoa.ca



Holiday Market Rules and Regulations

The Rockland Park Homeowners Association (RPHOA) does not guarantee approval of exhibitors (*this is an application only*). ***Please DO NOT include payment with your application. Payment arrangements will be made with you upon notification that you have been accepted as a vendor.***

Only one business is permitted per table.

Vendors will be chosen on product offerings, diversity, quality and uniqueness of your product/service. Although there may be other vendors with the same/similar products, no competing products from the same company will be permitted, and the number of these vendors will be capped based on the total number of vendors. Wait listed vendors will be taken on a first come, first serve basis.

All products to be sold must be listed on the application. This is to ensure we maintain diversity of the market. Vendors will be asked to remove any and all products not listed from their display.

All food products must be labeled with ingredients. Previously frozen products must be labeled with the date of freezing. Products containing nuts may not be sampled to shoppers and must be clearly labeled. All food vendors will be required to complete an AHS Special Event Food Vendor Notification Form. All food must be prepared in an AHS approved kitchen.

Products sold by weight must be weighed on a scale that has been inspected and approved by federal authorities and must be labeled "legal for trade."

Price fixing is against the law.

Please note we may use your name, company and/or product information for advertising purposes.

Refunds of fees will not be granted for cancellations occurring within 2 weeks of the market. Cancellations occurring prior to this time will be subject to our \$15.75 admin fee. Vendors must notify the Lifestyle Coordinator if they will be absent for the upcoming event at least 5 days prior to the event.

No pets or animals of any type are permitted on the property.

All vendors are encouraged to carry individual liability insurance on their products and displays. The RPHOA is not responsible for any lost, stolen or damaged goods.

Disputes among vendors will not be tolerated. The Lifestyle Coordinator and/or RPHOA have final authority in all disputes. Vendors taking issue with other vendors or the RPHOA are asked to fill out an incident report form and return it to the facility.

The facility is to be left in the same condition or better at the end of the event. Vendors are responsible for picking up all trash in front, under and around their table space. All display materials, boxes, personal garbage, etc must be taken home with the vendor. Failure to leave the facility clean may result in the vendors being suspended from future market events.

No smoking of any sorts is permitted inside the gated facility and park.

The Lifestyle Coordinator/RPHOA has the right to make changes to any rule and regulations. Vendors will be notified of all changes to the rules or regulations.

All vendors and applicants must abide by these rules and regulations. The Lifestyle Coordinator reserves the right to deny any vendor space and may require vendors to leave the facility in the event the said vendor fails or refuses to abide by the rules and regulations listed above.

Any infraction of these rules and regulations by exhibitors shall result in a warning. If this behaviour continues, the vendor will be asked to leave the event and will not be eligible to return.



Holiday Market Information

Day: Saturday, December 6, 2025

Time: 10:00 AM to 3:00 PM

Exhibitors may **arrive no earlier than 8:30am** and **no later than 9:15am** for setup

- All vendors must be setup and ready for 9:45am
- If your table is not setup or you have not arrived on site by 10:15am, your table will be removed from the market. At this point no refund will be issued
- Products must not be sold before the event start time of 10am
- Vendors must remain set-up until 3pm; **No exceptions**

Location: Rockland Park Homeowners Association (RPHOA)
90 Rowley Way N.W, Calgary, AB

Parking: Once vendors have unloaded the RPHOA asks that all vendors park furthest away from the front doors to ensure shoppers receive close parking spots.

Vendor Fee: 1 Table Inside - \$55+ GST for RPHOA Residents
\$65+ GST for Non-Residents

-Tables and chairs will be provided to all vendors. The tables are 6 ft rectangular tables.

-All tables must have a linen and be set up in a professional looking manner.

Special Requests: All special requests; outlets, near a wall, additional chairs, etc must be included in the application process. We will do our best to accommodate all requests, however, all requests will be approved on a first come first serve basis.



Rockland Park Application for the Northwest Parade of Markets 2025

Taking Place: Saturday, December 6, 2025 | 10:00 AM—3:00 PM

Vendor Information

Business Name: _____

Your Name: _____

Address: _____

City: _____ Postal Code: _____

Cell Phone: _____ Alt. Phone #: _____

Email Address: _____

Website/FB/IG Page: _____

Product Information

Please choose the category that best describes your product:

Fashion Beauty Health Crafts Home Baby Clothes Other:

Please list **all** items you plan to sell at the Christmas Craft Market: _____

Number of chairs at your table? 1 2 3

Are you a Resident of Rockland Park? Yes / No

Did you make this product yourself? Yes / No

Is your product available elsewhere? Yes / No

Please indicate if you wish to be added to the waitlist if a spot is currently not available: Yes / No

I, _____, declare all information on this application to be complete and accurate to the best of my knowledge. I also agree to the rules and regulations of the market and realize that any rules or regulations broken on my part may result in my expulsion from the Rockland Park Holiday Market.

Signature: _____

Date: _____