



Rockland Park Homeowners Association

2026 VENDOR APPLICATION FORM

“A MARKET FOR MOM”

The Rockland Park Homeowners Association (RPHOA) will be hosting our Spring Market on Saturday, May 9, 2026 from 10:00am – 3:00pm.

This year’s Market will be held outdoors on our hockey rink. In the event of bad weather, there is a plan to move the Market indoors to our Cornucopia of Possibilities Room and Chalet.

This event has space for up to 20 exhibitors offering customers a wide variety of products. Vendors will be a combination of local handmade goods, small businesses, 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 curate the selection process and ensure a diverse mix of quality products and services. Please ensure that your application is completed in full and do not forget to attach any certifications as needed.

PLEASE COMPLETE THE APPLICATION IN FULL AND FOLLOW THE GUIDELINES BELOW TO SUBMIT YOUR APPLICATION TO THE ROCKLAND PARK HOMEOWNERS ASSOCIATION.

EMAIL SUBMISSION:

SEND TO: lifestyle@rocklandparkhoa.ca

EMAIL SUBJECT LINE: RPHOA Spring Market Application

PLEASE NOTE: This is a request only and does not guarantee you a vendor’s spot until approved by the Lifestyle Coordinator at Rockland Park HOA.

Applications open to Rockland Park residents on **March 9, 2026**

Applications open to non-residents on **March 16, 2026**

Application deadline is **April 17, or until space is full**

If you have any questions regarding the information in this package, please contact the Lifestyle Coordinator by email: lifesyle@rocklandparkhoa.ca

SPRING MARKET (A MARKET FOR MOM) 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 THIS APPLICATION. PAYMENT ARRANGEMENTS WILL BE MADE WITH YOU UPON ACCEPTANCE TO THE MARKET.

Only one (1) business is permitted per table/area.

Vendors will be chosen based on product offerings, diversity, quality, and uniqueness of products/services. Although there can be vendors with similar products/services, 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 served basis.

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

All food products must be labelled with ingredients. Previously frozen products must be labelled with the date of freezing. Products containing nuts must not be sampled and must be clearly labelled. 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 labelled "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 two (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 five (5) days prior to the event.

No pets or animals 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 the RPHOA have final authority in all disputes. Vendors taking issue with other vendors or the RPHOA will be asked to complete an incident report form and return it to the facility.

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

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 of, under, and around their display area. All display materials, boxes, personal garbage, etc, must be taken home with the vendor. Failure to leave the facility clean may result in the vendor's suspension from future markets.

The Lifestyle Coordinator/RPHOA has the right to make any changes to the rules and regulations. Vendors will be notified of changes if/when they occur.

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

ANY INFRACTIONS OF THESE RULES AND REGULATIONS BY EXHIBITORS SHALL RESULT IN A WARNING. IF THE BEHAVIOUR CONTINUES, THE VENDOR WILL BE ASKED TO LEAVE THE EVENT AND WILL NOT BE ELIGIBLE TO RETURN.

SPRING MARKET (A MARKET FOR MOM) INFORMATION

DAY:

Saturday, May 9, 2026

TIME:

10:00am – 3:00pm

Exhibitors may arrive **no earlier than 8:30am** and **no later than 9:15am** to set up.

- All vendors must be completely set up by 9:45am
- If your table is not set up or you have not arrived on site by 9:15am, you will forfeit your space at the market. At this point, no refund will be issued.
- Products must not be sold before the start time of 10:00am
- Vendors must remain on site and set up until 3:00pm. Vendors are not permitted to begin tearing down their display until 3:00pm. **There are no exceptions** to this rule.

LOCATION:

Rockland Park Homeowners Association (RPHOA)
90 Rowley Way NW, Calgary, AB

PARKING:

Vendors may park where convenient to unload their belongings. Once vendors have unloaded, the RPHOA requests that all vendors park furthest away from the doors (or on the street) to ensure our shoppers receive the closest parking spots.

VENDOR FEES:

BRING YOUR OWN TABLE (tables can be no longer than 6ft):

Residents: \$50

Non-Residents: \$60

WITH RPHOA TABLE PROVIDED (tables are 6ft long):

Residents: \$55

Non-Residents: \$65

VENDORS' SPACE:

Every vendor will be provided with an 8ft x 8ft space on the hockey rink to work with. Vendors may bring additional tables, racks, shelves, etc., but the entire setup must fit within your allotted space. Vendors are encouraged to bring a pop-up canopy, and must provide their own system of weights to hold it down. The RPHOA reserves the right to make any decisions regarding how and where the market will be presented, and safety/weather will be the determining factor.

PLEASE NOTE: If the market is moved indoors due to weather, vendors will not have the same 8ft x 8ft space, and may have to adjust their displays accordingly.



**ROCKLAND PARK (RPHOA) SPRING MARKET 2026
APPLICATION FORM**

(Market takes place Saturday, May 9, 2026, from 10:00am – 3:00pm)

VENDOR INFORMATION

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY/PROVINCE: _____ **POSTAL CODE:** _____

CELL PHONE: _____ **ALT. PHONE:** _____

EMAIL: _____

WEBSITE/FB/IG PAGE: _____

PRODUCT INFORMATION:

PLEASE CHOOSE THE CATEGORY THAT BEST DESCRIBES YOUR PRODUCT:

FASHION ___ **BEAUTY** ___ **HEALTH** ___ **CRAFT/ART** ___ **HOME** ___ **BABY** ___ **CLOTHES** ___ **OTHER** ___

PLEASE LIST ALL ITEMS YOU PLAN TO SELL AT THE MARKET: _____

I WILL PROVIDE MY OWN 6FT TABLE: Y ___ N ___ **# OF CHAIRS REQUESTED:** 1 ___ 2 ___

DID YOU MAKE THIS PRODUCT YOURSELF? Y ___ N ___ **IS YOUR PRODUCT AVAILABLE ELSEWHERE?** Y ___ N ___

ARE YOU A RESIDENT OF ROCKLAND PARK? Y ___ N ___

PLEASE INDICATE IF YOU WOULD LIKE TO BE ADDED TO THE WAITLIST IF NECESSARY AT THIS TIME: Y ___ N ___

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 agree that any rules or regulations broken on my part may result in my expulsion from the Rockland Park Spring Market (A Market for Mom).

SIGNATURE: _____ **DATE:** _____