



9629 176 Street
Edmonton, AB
T5T 6B3

Christmas Craft and Bake Sale -Vendor Information

Saturday November 23, 2019

Set Up Time – Starting at 8:30 AM Sale Time 10:00 AM to 4:00 PM

Thank you for your participation in our Christmas Craft and Bake Sale. We hope to make the day fun and profitable for all. Please read through all of the guidelines carefully.

1. Table registration deadline is Friday November 8. Your table must be registered and paid for by this date. If for some reason you need to cancel, you must cancel by November 8 to receive a refund. **Cancellations received after this date will only be refunded if we can find another vendor for your table.**
2. Applications must be received and approved before your space is confirmed and payment is accepted. Applications can be mailed in, dropped off or emailed to heather@weseniors.ca.
3. Payments can be made by cash, credit card or cheque at our centre or by cheque through the mail. We do not currently accept e-transfer or Pay-Pal payments. We can process a credit card payment by phone if preferred. Our centre is open Monday to Friday from 9:00 am to 4:00 with extended hours until 8 pm on Tuesdays.
4. Vendors are responsible for providing their own payment options to customers, displays, tablecloths, extension cords and other materials to set up displays. Materials can only be attached to walls with Stic-Tac putty.
5. Once you have unloaded your items, we ask that you move your vehicles farther down the street to allow parking in our lot and close by for customers.
6. Please no packing up or early departure before 4 pm.

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7. Westend Seniors Activity Centre will be hosting a cash concession in our café during the event. Free coffee will be available for vendors.
8. The placement and selection of vendors will be made at the discretion of Westend Seniors Activity Centre. We will limit the number of vendors selling the same product to give every vendor the opportunity to do well.
9. We welcome **homemade** and **handcrafted** items only. No wholesale, resale or commercial retail businesses permitted.
10. Insurance is the responsibility of the vendor.
11. If you are selling baked goods, it is recommended that you have a list of ingredients available as well as labels on your items with your name and phone number. Please follow the Alberta Health Services Bake Sale guidelines. The following bake sale items are allowed for sale at the Westend Seniors Christmas Craft and Bake Sale.

Low-Risk Foods and Allowed for Sale	High-Risk Foods and Not Allowed for Sale
√ Bread or buns	X Beef jerky, cabbage rolls, perogies
√ Cakes, squares, muffins	X Cakes or pies with cream, cheese, egg or pudding fillings
√ Cookies	X Cream éclairs or cream puffs
√ Fruit pies	X Dairy products such as milk, cream, yogurt, cottage cheese, or butter
√ Jelly rolls	X Home canned/processed food items
√ Sweet dough items like doughnuts	X Icings made with eggs or dairy products

12. Please contact Heather Riberdy – Volunteer and Event Manager at WSAC if you have any questions. heather@weseniors.ca 780-483-1209