



StettlerFest
August 9, 2025
Historical Main Street, Stettler, AB
5022 - 4702 50 St.

Artisan Market APPLICATION FORM

Booking and deposits need to be in by August 1, 2025

*Please Note: STETTLER REGIONAL BOARD OF TRADE DOES NOT IMPLY EXCLUSIVITY
BOOTHS ARE RESERVED ON A FIRST COME FIRST PAID BASIS*

Business Name _____

Business Description _____

Contact Name _____ Phone _____

E-mail _____

Confirmation and other information are sent via email, and we require your permission to do so. (Initial) _____

Mailing Address _____

City/Town _____ Province _____ Postal Code _____

Booth Type (please indicate)

Price

2025 Booths Available:

Booth Preference Choice: _____

(GST will be added to Prices)

____ **Artisan Space - 8 ft table & 2 chair (10 ft x12ft) *no blocking the sidewalk*\$30.00+GST**

____ **Food Truck (12 ft x 24 ft) \$30.00+GST**

No power

100% DEPOSIT for Artisan Space and Food Trucks & SIGNED CONTRACT REQUIRED TO HOLD BOOTH

BOOTH MUST BE PAID IN FULL BEFORE August 1/25

Paid By: _____ MasterCard _____ Visa _____ Cheque _____ Cash _____ Debit

Cheques Payable to the Stettler Board of Trade

6066 – 50 Ave Stettler AB T4K 1K2 Ph: 1(403) -742-3181 Fax: 1-(403)742-3123 mbengert@stettlerboardoftrade.com

FOR OFFICE USE ONLY

Deposit Date _____

Deposit Amount \$ _____

Booth Assigned _____



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August 9, 2025
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5022 - 4702 50 St.

IMPORTANT INFORMATION FACT SHEET

1. **Event Times:**
 - a. Saturday, August 9, 2025.....1:00 pm. - 7:00 pm.
2. **Set-Up Times:**
 - a. Saturday, August 9, 2025..... 12:00 pm.

*The booth must be set up for 12:30 pm.
**Food trucks with larger units will be contacted for a pre-set time other than the above for set-up.
3. **Take-Down:**
 - a. Saturday, August 9, 2025..... Clean up no earlier than 7:00 pm.
4. Early dismantling or removal of exhibits before the closing of the event will incur a 50% penalty fee. Complete removal of exhibits by 8:00 p.m. due to facility clean-up unless prior arrangements are made.
5. Booths are to be staffed for the event's duration.
6. StettlerFest has 6.5 hours of on-site security for the duration of the event. (Saturday 12:00-7:30 pm)
7. The Board of Trade will promote StettlerFest through newspaper, radio, digital advertising, posters, signage, social media, etc.
8. **Cancellation Policy:**
 - a. Cancellations will only be accepted with written notification by the Exhibitor before July 30, 2025. No exhibit space will be canceled unless the Stettler Board of Trade receives written notice. Failure to attend will result in NO REFUND. No Show will incur an Administration Fee. NOTE: A 20% ADMINISTRATION FEE WILL BE WITHHELD SHOULD THE EXHIBITOR CANCEL AFTER THE REGISTRATION DEPOSIT HAS BEEN SUBMITTED.

PLEASE NOTE: All Exhibitors must stop in & see security. Event maps will be at the administration booth.

CONDITIONS OF CONTRACT

1. Space contracted by the Exhibitor **may not be sublet** without the prior written permission of Management. No more than two vendors will be permitted in a shared space, and both must submit a signed agreement to be declared vendors. Management reserves the right to restrict or enact a maximum booth limit per vendor.
2. When space is booked, 100% payment is required to be made before August 1, 2025. If payment is not received, the space could be reassigned to another applicant. No refund will be made for space that is not used or unused during any portion of the StettlerFest hours. ***Should space be unoccupied 0.5 hours before the event opens, Management may rent or fill it for other purposes without a refund.***
3. The Exhibitor agrees to ***abide by all regulations and rules adopted by Management*** in the best interest of StettlerFest and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary before, during, and after StettlerFest.
4. The Exhibitor will be ***liable*** for and will indemnify and hold harmless Management from any ***loss or damages*** whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, the Exhibitor, other exhibitors, Management, the owner of the building and their respective agents, servants and employees and members of the public attending StettlerFest, either on the said space or elsewhere if said loss or damage arose from or were in any way connected with Exhibitor's occupancy of space.
5. Cancellation Policy: Upon ***written cancellation of the contract*** by Exhibitor (whether the space is resold), exhibitors will be liable to Management for:
50% of the total space cost after August 1, 2025.
No exhibit space will be canceled unless ***the Stettler Board of Trade receives written notice.***
NOTE: A 20% ADMINISTRATION FEE WILL BE WITHHELD SHOULD THE EXHIBITOR CANCEL AFTER THE REGISTRATION HAS BEEN SUBMITTED
6. Management reserves the right to ***alter or change*** the space assigned to the Exhibitor in the best interest of the overall event. Exhibitors will be notified of any significant changes.
7. Management reserves the right at any time to ***alter, change, or remove exhibits*** or any part thereof, including printed materials, products, signs, lights, or sound, and to expel Exhibitors or their personnel if, in Management's opinion, their ***conduct or presentation is objectionable*** to other StettlerFest participants.
8. Exhibitors agree to ***confine*** their presentations to the contracted space only and within the maximum height the event management sets. They also agree to ***maintain staff*** in the booth space during event hours.
9. All goods shipped to the event must be ***marked*** with the name of the Exhibitor and the number of the reserved booth space. Goods must not be shipped to the event for shipping charges to be paid on arrival, as Management will not accept them. Management assumes no responsibility for loss or damage to goods before, during, or after the event's closing.
10. The Exhibitor is responsible for the placement and cost of ***insurance, licenses, and permits*** related to their participation in the event. The Exhibitor shall assume all responsibility for their property. The Exhibitor shall obtain and maintain an insurance policy naming the Town of Stettler as additional insured on said policy. The policy shall cover a minimum of \$1,000,000 in commercial general liability.
11. The Exhibitor agrees that no display may be ***dismantled***, or goods ***removed*** during the entire event but must ***remain intact*** until the closing time of the event's last day. Early dismantling or removal of exhibits before the closing of the event will incur a 50% penalty. The Exhibitor also agrees to remove all exhibits, equipment, and appurtenances from the event by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay for such additional cost as may be incurred.

12. Management reserves the right at its sole discretion to **change the dates** upon which the event is to be held and shall not be liable for damages or otherwise because of any such change. In addition, Management shall not be liable for damages or otherwise failure to carry out the terms of this agreement in whole or in part were caused directly or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike, Government intervention or by any causes enumerated herein. Suppose the exhibit space used by the Exhibitor should in some way be rendered unusable. In that case, The Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Management. Management will refund 50% of the money paid by the Exhibitor to Management if the event is not held as proposed by Management.
13. Management reserves the right to cancel this contract and withhold possession of exhibit space if the Exhibitor **fails to perform** any material condition of his contract or **refuses** to abide by the event rules and regulations. In this case, the Exhibitor shall **forfeit** all space rental payments and any further occupancy as liquidation damages.
14. No Exhibitor will be allowed to move into the exhibition unless space payment has been made in full.
15. **NOTE: ALLOTMENT OF SPACE ON FIRST COME FIRST PAID BASIS**
16. Exhibitors will be expected to be cleared by security. Permission may be granted to use vehicles for set up and take down only **when accompanied by security. (12:30 pm. and 7:30 pm.)** Parking for vendors is located at:
- Public parking lots off Main:**
- | | |
|--|--|
| 4905 51 St.
Behind Ascend, 4913 49 Ave.
Vision Credit Union 4913 49 Ave | 4930 50 Ave.
Behind TD Bank, 4913 49 Ave. |
|--|--|
17. Exhibitors will exit Main Street in an orderly fashion as designated by the security following the closure of the Event. Larger units in the exhibits will leave the premises first to open space for the rest of the exhibitors to load their displays. No motorized units are allowed in the show area until after foot traffic has been depleted.
18. Complaints are to be brought to a staff member of StettlerFest immediately.
19. The Stettler Regional Board of Trade & Community Development has permission to use your business name to promote StettlerFest. The Exhibitor's business name and contact information may be shared with local media service providers.
20. All raffles and "Games of Chance" must have proper WCLC licensing.
21. You are permitted to buy, sell, and trade at StettlerFest. Any business done in the Town of Stettler following StettlerFest requires a Town of Stettler business license as stated in the Town of Stettler bylaws.
22. Each Exhibitor will be supplied with one 8-foot table and two chairs. **NO power** is provided for StettlerFest.

StettlerFest Documents required:

AHS (Food) AHS

(Food or Personal Care)

I have read and agree to the conditions of the contract for the 2025 StettlerFest.

Business Name _____

Contact Signature _____ **Date** _____

Stettler Regional Board of Trade _____ **Date** _____

