



The Market

at cSPACE Marda Loop

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- > Summer 2024



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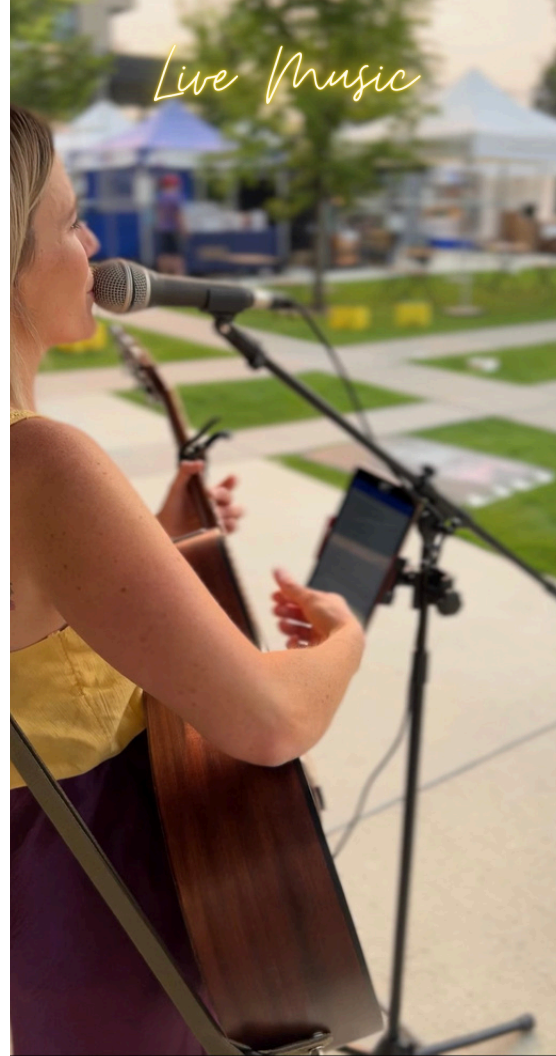
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LOCALLY
CRAFTED
ITEMS!!!



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Introduction

Thank you for your interest in joining The Market at cSPACE Marda Loop this year! This handbook is designed to answer your most frequently asked questions and provide guidance for an enjoyable Market experience. Please read this manual carefully and ask any questions you may have ahead of time to avoid any confusion.

Arts-centered and community-driven, cSPACE Marda Loop is an innovative creative hub, coworking, and event venue. It is a place where visitors engage with diverse arts and culture programming, performances, and inspiring artist studios, as well as enjoy multifaceted event opportunities.

Part of our mission is to develop creative places that activate people and ideas to ignite collaboration and community-led change. Our hope is that by providing both vendors and patrons with this new Market opportunity, we can offer Calgarians a vibrant arts-based experience that also meets their dynamic market needs.

As part of our mandate, we strive to offer experiences that are also gentle on the environment. We ask that as a visitor or vendor, you do your best to make use of reusable, compostable, and/or recyclable materials as much as possible, and keep your municipal waste to a minimum.

For more detailed information about our Mission and Values, please visit our [About](#) page.



cSPACE Marda Loop Information



ADDRESS: 1721 - 29th Avenue SW, Calgary, AB

BUILDING HOURS: 8am-8pm, Mon-Sat (excluding public holidays)

WEBSITE: [cSPACE Marda Loop](#)

PHONE: (403) 476-2025 (main line, for general information)

IN-BUILDING ACCESS TO:

- Washrooms - stalls for men, women, universal, families (including baby change table), wheelchair accessible (via NE doors, Level 1)
- Water - available in washrooms, at sink located by office (room #125)
- Wifi, electricity, waste receptacles
- Aroma Café and other cSPACE tenant offerings

ON-SITE ACCESS TO:

- Limited wifi (public) - password: ilovecspace!
- Electricity - provided in select locations, based on pre-approval
- Water - potable water from an outside tapped source
- Waste Management - limited receptacles for compostables, recyclables, and municipal waste provided
- Public Seating (on Market days)

PUBLIC PARKING: Minimal parking is available in our lot on the north side of the building. Additional parking is available around the building, on surrounding residential streets: along 29th & 30th Avenues, along 16th & 17th Streets, and near the Marda Loop Communities Association, kitty-corner to our building. All public parking is FREE. (see SITE MAP below)

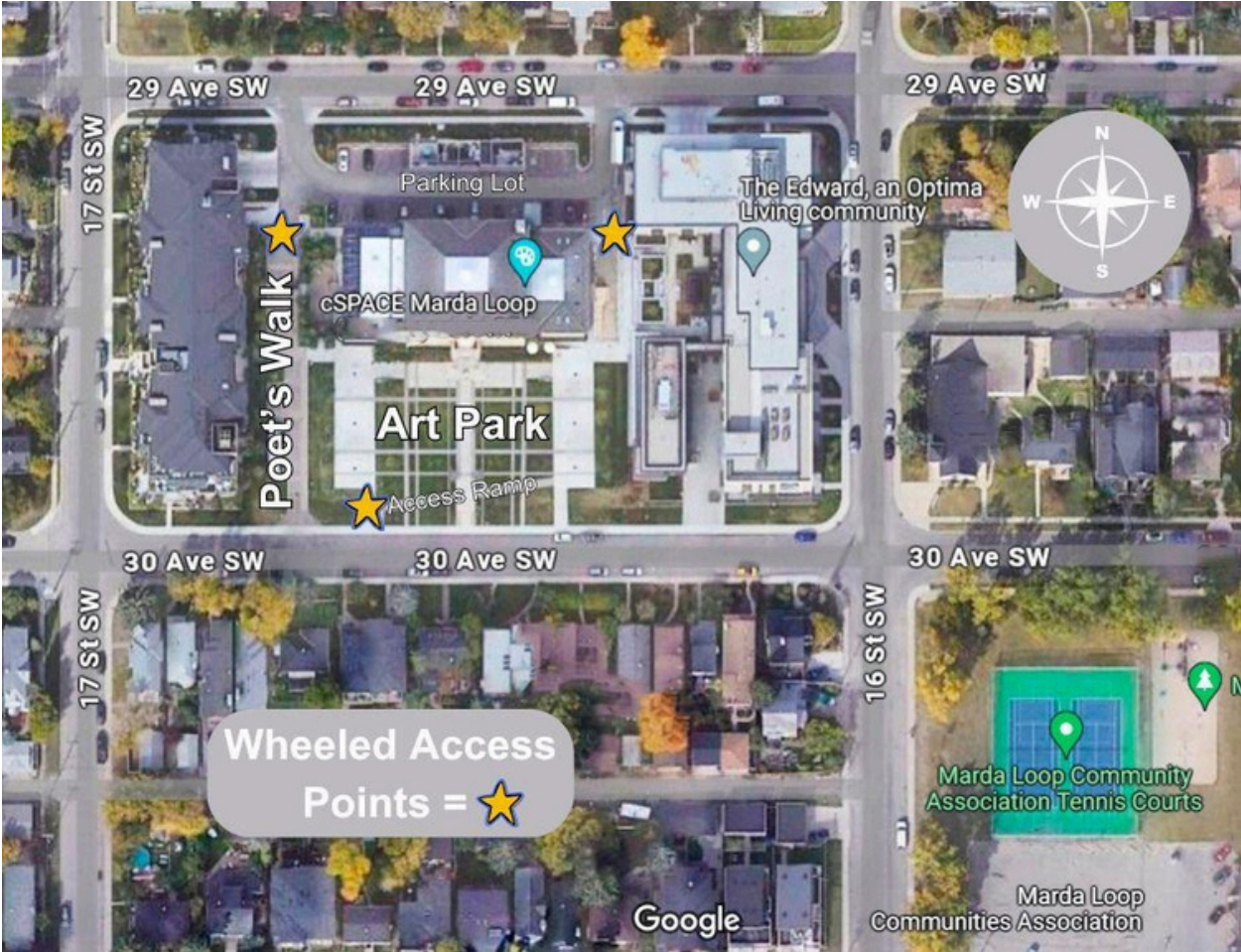
PETS: cSPACE Marda Loop is a pet-friendly space. We ask that if you bring your pet, you behave as a responsible pet owner and keep them leashed, under control at all times, and clean up after them as needed.



ATMs: There are no ATM locations on-site. There are, however, several nearby convenience stores, plus banks along 33rd Avenue.

SMOKING/VAPING: Please note that no smoking of any kind is permitted on the Market site or in the building or within 5 meters of any building entrances at any time: designated areas only.

SITE MAP:



LAND ACKNOWLEDGEMENT: cSPACE Marda Loop respectfully acknowledges that we are situated on Treaty 7 territory, home of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Iyârhe Nakoda Nations, and the Otipemisiwak Métis Government of the Métis Nation within Alberta District 6.

Market Details

MARKET COORDINATOR: Kate Ware
EMAIL: market@cspaceprojects.com
PHONE (on Market days): TBA



WEBSITE: [cSPACE Marda Loop](#)
INSTAGRAM: [The Market at cSPACE](#) (@cspace.market)
FACEBOOK: [The Market - Marda Loop](#)

CONFIRMED DATES:

- Saturday, May 25th, 2024 (with cSPACE Spring Showcase)
- Saturday, June 15th, 2024
- Saturday, July 13th, 2024 (with cSPACE Showcase & Beer Garden)
- Saturday, August 10th, 2024
- Saturday, September 14th, 2024

PENDING DATES:

- Saturday, June 29th, 2024
- Saturday, July 27th, 2024
- Saturday, August 24th, 2024
- Saturday, September 28th, 2024

TIMES: Markets will run from 10am-2pm on scheduled days, with Vendors allowed on site from 8am-4pm for additional set-up and take-down.

COST TO ATTEND: The market will be FREE to attend for the public. Stall rental fees are listed below. (see *Vendor Specifics* section)

LOCATION: All Markets will be held on cSPACE Marda Loop property. Vendor stalls will be located on our Art Park and/or adjoining Poet's Walk spaces, as assigned by the Market Coordinator. (see SITE MAP above) Contingency spaces may be available inside the building for organized programming on poor weather days, but NOT for Vendors.

PROGRAMMING: There will be both entertainment and family-friendly opportunities offered at every scheduled market. Please watch our website and associated social media channels for updated scheduling.

FEATURED ITEMS: As a public Market, we have a Market Vendor ratio target of 70/30, meaning that the majority of our Vendors will be providing artisanal items, services, or social projects, while a minority of our Vendors will be providing food and/or beverages. Markets will be curated to achieve a diverse mix of acceptable handmade, locally sourced, and locally created products, at the discretion of the Market Committee. We strongly encourage everyone who is interested to apply.



UNACCEPTABLE ITEMS: Any works that are illegal, inherently problematic, or are not in alignment with our core Mission and Values will not be allowed. This includes, but is not limited to, flea market items (unless upcycled), tobacco products, items containing cannabis/CBD or THC in any form, uninspected meats/raw milk/raw milk products, or any franchised/distributed/widely marketed products.

As well, any Vendors making work inspired by a particular culture or group should have ties to that community - if you are applying with cultural imagery/presentation, please indicate your connection to it in your application. Similarly, due to theft and copyright infringement issues related to AI-generated art, works created by AI will also not be allowed at this time.

HAZARDOUS MATERIALS PROHIBITED: You may not bring or allow any materials or substances that may be hazardous to people, animals, or the environment, materials or substances to be brought on, kept, or used in the building. If you become aware of any hazardous materials or substances at/in the building you must inform cSPACE staff immediately.

This Market is a reflection of the cSPACE and wider arts and culture community. As such, all attendees are expected to behave in a way that befits our community. Anyone that acts in a manner that is disruptive, confrontational, or inappropriate in relation to the Market will be asked to leave and may not be invited back.

Vendor Specifics

MARKET DESIGNATION: The Market at cSPACE is currently classified as a privately owned public market. As a public market, vs. a traditional farmers' market, we will *not* be participating in the *Alberta Approved Farmers' Market Program*. **All Vendors will be solely responsible for obtaining (and bringing to Market) whatever permits, insurance, and other documentation they require.** (see WHAT'S REQUIRED section below)

STALL FEES:

- Each stall for The Market at cSPACE will cost \$25 (or \$35 with electricity) + GST, *per market*.
- Multiple stalls may be booked by one Vendor, but we ask that individual stalls do not subdivide between multiple Vendors.
- Electrical outlets are available, but must be pre-arranged.
- Vendor Agreements may include multiple Markets, however, payment for individual market stalls will be *DUE A MINIMUM OF TWO WEEKS* before each Market.
- Any other fees for vendor permits, insurance, documentation, etc. will be the sole responsibility of the Vendor.
- There will be no refunds issued for cancellations due to extreme weather or Vendor infractions. (see CANCELLATION POLICY below)





WHAT'S INCLUDED:

- One 10'x10' stall in either the Art Park or Poet's Walk area, as designated by the Market Coordinator.
- Access to water, washrooms, waste management, parking, etc. (see *cSPACE Marda Loop Information* section above)
- Weekly communications and social media promotion through various already established cSPACE channels.
- Saturday Market support from a dedicated Market Coordinator, volunteers, as well as the cSPACE team.
- Potential access to Wifi and 120V electrical outlets, depending on availability and pre-authorization.
- Markets will also feature live music, entertainment, family-friendly programming, and access to cSPACE tenant offerings.

WHAT'S REQUIRED:

- After the initial Market application, Vendors must be approved by the Market Committee. Only those accepted will be contacted within one month of Market dates, whereby a Vendor Agreement will be issued. Upon submitting the signed Agreement, an Invoice(s) will be issued.
- Invoice payment *must* be provided to the Market Coordinator a *minimum* of TWO WEEKS ahead of Market days to ensure participation. Receipt of funds will then be issued and will act as confirmation of indicated Market(s) acceptance.
- All necessary documentation must also be submitted and brought to each Market, be posted/available as needed or required.
- When Vendors agree to attend a Market, they must adhere to our acceptable item designations (see *Market Details* section above) and must bring ONLY what they have agreed to in their Vendor Application. Vendors are responsible for bringing all their own vending items to ensure a successful event (see *Market Day* section below).
- Vendors are strongly encouraged to use their own, private channels to promote attendance to Markets. Promotional logos, hashtags, photos will be available for use in The Market section on the cSPACE website. (see *Documentation* section below for more details)

CANCELLATION POLICY: Organizing a successful and diverse Market is challenging work, and several people are depending on your reliability and punctuality. That said, we understand that sometimes... life just happens. If for whatever reason you are unable to attend your scheduled Market day, and let us know **AT LEAST TWO WEEKS** ahead of time, we will do our best to fill your vacancy with an alternate Vendor. If we cannot find a replacement, however, invoiced fees will be *non-refundable*. As well, if a Market is cancelled at the last minute due to extreme weather conditions (see *Market Day* section below), again, no refunds will be given.

It is the responsibility of each Vendor to ensure that all legal and Market requirements are being met. The Market reserves the right to refuse participation in Market events if these requirements are not being met. If in doubt, please ask!



Documentation

All Vendors at cSPACE are required to have up-to-date insurance, certifications, and/or permits, as required for your business. Vendor Liability Insurance (with \$2,000,000 coverage) may be available from your own insurance provider, or from providers such as [Zensurance](#).

Please submit all necessary paper work to the Market Coordinator PRIOR to 48 hours before applicable Market events. Email to: market@cspaceprojects.com.

If you have any questions or concerns regarding permits, insurance, etc. please contact the cSPACE team at events@cspaceprojects.com.

ALL VENDORS:

Liability Insurance

FOOD AND BEVERAGE vendors must operate under Alberta Health Services guidelines, including:

- having an individual Food Establishment Permit, and
- Food Safety and Sanitation Certification or Alberta Food Safety Basics For Farmers Markets

ALCOHOL vendors specifically will require:

- AGLC Class D Licence, and
- ProServe Certification for any Market staff

FOOD TRUCKS will require:

- current Mobile Food Vending Permit



FIRE DEPARTMENT: City of Calgary Fire Department requires us to ensure vendors meet the following requirements:

[] **TENTS AND CANOPIES:** Fabric material of pop-up tents and canopies must have tags confirming that they meet the flame resistance requirements of CAN/ULC-S109-03. Tents/canopies must have one 25 lb weight securely affixed to the base of each tent leg. NO stakes allowed!

[] **APPLIANCES:** No “open flame” cooking/heating appliances are permitted on site. All electrical equipment and power cords must be CSA and Market approved. *ALL Vendors using ELECTRICITY* will be required to have a fire extinguisher at their tent.



PROMOTIONAL MATERIALS: We would like to build some excitement around who will be attending each Market, so any of the information you provided on your Vendor Application may be used for our promotional materials. We may also supplement this information with items from your public social media pages or website - *please contact the Market Coordinator directly if you do NOT wish for your presence at our Market to be promoted for whatever reason!*

While on site, Vendors and their stalls may also be photographed or videoed for cSPACE promotional purposes. We also ask that Vendors do their best to promote The Market at cSPACE with the materials we provide on the Market portion of the cSPACE website.

Release and Indemnity

As reflected in the Vendor Agreement: The Vendor agrees that cSPACE is not liable for bodily injury (or death), harm, illness, or damage to persons or property by or on behalf of any person, government authority, or environmental causes. The Vendor releases and discharges cSPACE from any and all actions, causes of action, claims, damages, demands, expenses, and liabilities which the Vendor now and hereafter may have.

This indemnity shall survive the expiry or termination of this Agreement.

cSPACE is not responsible for any equipment or property Vendors use or leave behind on Site or in the Building. Vendor (including employees, volunteers etc.) personal property and equipment is your responsibility. As a Vendor, you are responsible for maintaining personal property and liability insurance to cover property loss or damage to your property while participating in The Market.

VENDOR INSURANCE REQUIREMENTS:

The Vendor will provide a Certificate of Insurance which:

- Provides an amount of insurance of no less than \$2,000,000 .
- Contains a Cross Liability clause.
- Names cSPACE Projects and The City of Calgary as an Additional Insured.

If there are any changes to the policy, the Vendor will notify cSPACE within 30 days of those changes.

Additional Insureds need to be listed as follows:

cSPACE Projects
1721 29th Ave SW
Calgary AB
T2T 6T7

and

The City of Calgary
PO Box 2100, Stn M
Calgary, AB
T2P 2M5

The name and location of the market is: The Market @ cSPACE, cSPACE Marda Loop, 1721 29th Ave SW, Calgary AB, T2T 6T7.

Market Day

WEATHER POLICY: The Market at cSPACE will run “rain or shine” - so, please come prepared for those infamous “5-minute” climatic changes that Calgary is known for. However, in the instance of *extreme weather* (as indicated by Environment Canada) we will follow the following protocol:

- If there is a known severe weather warning, cSPACE staff will make a decision before 8 AM on Saturday Market days and inform all Vendors and patrons of a Market cancellation through email and social media. Vendors should pay special attention to these channels on days that call for questionable weather.
- In the event that there is unexpected severe weather *during* Market operations, the Market Coordinator will make a decision on whether or not to shut down based on a number of factors (the highest priority being public and vendor safety). Vendors must follow any safety instructions given by Market staff or volunteers!
- If a Market is cancelled, Vendors and patrons will NOT be permitted on Market grounds. If the Market is shut down during operations and the site ordered evacuated, vendors will NOT be permitted to sell on site under any circumstances.
- Unfortunately, no refunds will be issued in the event of a cancellation due to extreme weather.

VENDOR PARKING FOR SET-UP/TAKE-DOWN: We ask that Vendors be considerate of other Vendors as well as patrons and load and unload gear close to the Market area, but then immediately move vehicles further away so that others can park closer to the Market. Wheeled dolly and cart access points are available at multiple locations. (see above SITE MAP for details) Please drop off your gear, then move your vehicle to an outlying parking area until the end of the Market.



TIMING: Vendors are invited to be on-site between 8am-4pm on Market days. We ask that Vendors be fully ready for Market opening by 9:45am, and that they do NOT start taking down before 2pm, even if they run out of merchandise. Please note that the cSPACE building is open from 8am-8pm on Market days. As such, you may have people wandering through the Market area beyond sale times. Please restrict your vending to the approved Market hours, 10am-2pm. Failure to adhere to these guidelines will result in a cancellation of your Vendor Agreement as well as future Market opportunities.

CHECK-IN: Before arrival, please check the online Market Map for your assigned location to know where best to unload. Upon arrival, please check-in with the Market Coordinator or supporting cSPACE staff or volunteers. **NOTE:** *changes may be made at the last minute* for a variety of reasons, so please do not announce your exact location until you have actually set up.

VENDING ITEMS: Vendors are encouraged to bring whatever items they deem necessary for a successful Market experience. This includes (but is not limited to): dollies (for easy transport), tables (with/without covers), chairs, a fire department approved tent with tent weights, signage/promotional and pricing items, display equipment, cash *and* virtual payment options, coolers/extension cords/fire extinguishers (as required), washing stations (as required), appropriate disposal containers (for samples etc.) and so forth. All vending items must remain within the parameters of the 10'x10' stall provided and not obstruct Market patrons or other Vendors.

PLEASE NOTE: As there are no ATMs on site, Vendors are encouraged to accept an electronic form of payment from patrons, using apps such as Square. Wi-fi can be unreliable in the Art Park, so it is also recommended that you connect to your data plan and test it out ahead of time.

END OF DAY: After the Market closes at 2pm, we ask that you pack up and group your items before retrieving your vehicle. Once you have loaded your items, please ensure that you have gathered all of your belongings and have left your stall in the same (or better) condition as you found it.



Conclusion

DISCLAIMER: This Vendor Handbook was created with reference to the regulations and procedures in place at the time of its creation. cSPACE Projects reserve the right to update this Handbook at any time, as is necessary, to keep it current.

Signing your The Market at cSPACE Vendor Agreement indicates that you have read and agree to adhere to the contents of this Vendor Handbook to the best of your abilities.

SPONSORS: We would like to take a moment to thank our generous sponsors, without whom we would be unable to provide this wonderful experience for our community.



VOLUNTEERS: We would also like to thank our dedicated team of volunteers who work hard to help each Market run smoothly.

