

Artist Alley

as part of the
Farmers & Makers Market
at cSPACE Marda Loop



- > Vendor Handbook
- > Summer 2025



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LOCALLY
CRAFTED
ITEMS!!!



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Introduction

Thank you for your interest in joining the Artist Alley as part of the Farmers & Makers Market (F&MM) at cSPACE Marda Loop this year! For information on the F&MM directly, please visit: <https://www.farmersmakersmarket.ca/>. 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.

We are the flagship project of social purpose real estate developer cSPACE Projects. cSPACE's mission is to develop creative places that activate people and ideas to ignite collaboration and community-led change. By providing vendors and patrons new opportunities through Artist Alley, cSPACE offers Calgarians vibrant arts-and-culture-based experiences that also meet 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 cSPACE's 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)
- Public wifi, electricity, waste receptacles
- Aroma Café and other cSPACE tenant offerings

ON-SITE ACCESS TO:

- Limited wifi (public) - password: ilovecspace!
- Water - potable water from an outside tapped source
- Waste management - limited receptacles for compostables, recyclables, and municipal waste provided
- Public seating (on market days)
- Experiences as offered (live music, crafts, family activities, etc.)

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 at 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

cSPACE MARKET COORDINATOR: Kate Ware
EMAIL: market@cspaceprojects.com
PHONE (on Market days): (403) 863-9590



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

MARKET DATES: Saturdays, May 24 - October 4, 2025 (20 total)

- May: 24, 31
- June: 7, 14, 21, 28
- July: 5, 12, 19, 26
- August: 2, 9, 16, 23, 30
- September: 6, 13, 20, 27
- October: 4

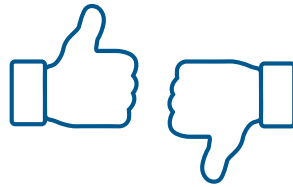
TIMES: Markets will run from 10am-2pm on scheduled days, with Vendors allowed on site from 8am-3pm for additional set-up and take-down.

COST TO ATTEND: The market will be FREE to attend for the public. Stall rental fees are listed below. (see *Artist Alley 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 Coordinators. (see SITE MAP above) Contingency spaces may be available inside the building for organized programming on poor weather days, but this is not guaranteed.

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: Artist Alley will be curated to achieve a desirable mix of acceptable handmade and locally created products, at the discretion of the Market Committee. This includes, but is not limited to: painting, illustration, printmaking, knitting, crochet, sewing, weaving, photography, digital creations, poetry, writing, lyrics, ceramics, 3D printing, sculpture, jewelry, smithing, beading, leather crafting, woodworking, or other social enterprises, community impact groups, or cultural organizations. We strongly encourage everyone interested to apply.



UNACCEPTABLE ITEMS: Any works that are illegal, inherently problematic, or are not in alignment with the cSPACE core Mission and Values will not be allowed. This includes, but is not limited to, flea market items (unless upcycled), items related to tobacco products, cannabis/CBD or THC in any form.

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.

Artist Alley Specifics

FEES: costs associated with Artist Alley opportunities are as follows:

- Each stall for Artist Alley will cost \$50+GST, per market date.
- Payment will be due within 48 hours of receiving your invoice in order to secure your booking. If it is not paid in due time, your invitation and invoice will be rescinded. (see WHAT'S REQUIRED section below)
- NOTE: Multiple stalls may be booked by one vendor, but we ask that individual stalls do not subdivide between multiple vendors without prior approval.
- Electrical outlets will NOT be available to Artist Alley this year. Please apply through the F&MM directly if electricity is required for your vending (additional fees will apply).
- Any other fees for vendor liability insurance, supplies, or other needs will be the sole responsibility of the vendor.
- There will be NO refunds issued for cancellations due to extreme weather or unscheduled withdrawals. (see CANCELLATION POLICY below)

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WHAT'S INCLUDED:

- One 10'x10' stall in either the Art Park or Poet's Walk area, as designated by the Market Coordinators.
- Access to water, washrooms, waste management, parking, activities, wifi, etc. (see *cSPACE Marda Loop Information* section above)
- Weekly communications and/or social media promotion through various already established cSPACE channels.
- Saturday market support from a dedicated Market Coordinator, volunteers, as well as the cSPACE team.

WHAT'S REQUIRED:

- Interested parties must first submit an Artist Alley Application.
- Once your Application has been reviewed, if it is approved, you will receive a 2025 Vendor Agreement to sign, which will cover an entire summer of opportunities.
- After your Agreement is returned, you will receive monthly invitations, 1-2 months ahead of market dates for any given month, whereby you can submit your potential/desired dates.
- The Alley will be curated for a diverse mix of vendors, and an invoice will be sent for the date(s) you have been scheduled to attend. Please note: not all of your selections are guaranteed - it will depend on a variety of factors for any given market.
- Any additional documentation needed must be provided to the Market Coordinator a minimum of ONE WEEK ahead of market days to ensure participation. It is recommended that documentation also be brought to each market and be posted/available, as needed.
- When vendors agree to attend a market date, they must bring **ONLY** what they have agreed to in their 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, and photos will be made available ahead of market dates.

CANCELLATION POLICY: Organizing a successful and diverse market is challenging work, and several people depend 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 transfer your booking to an alternate vendor. If we cannot find a replacement, however, invoiced fees are non-refundable. Also, if a market is canceled at the last minute due to extreme weather conditions (see *Market Day* section below), again, no refunds will be given. Please **NOTE:** if you do not show up for a given market date, and do not make arrangements with the Market Coordinator ahead of time, your access to Artist Alley will be terminated for all future market dates.

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 (as an addition to your home insurance policy), or from providers such as [Zensurance](#).

Please submit all necessary paperwork to the Market Coordinator at a minimum of ONE WEEK prior to your applicable Artist Alley market event(s). Please 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.

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

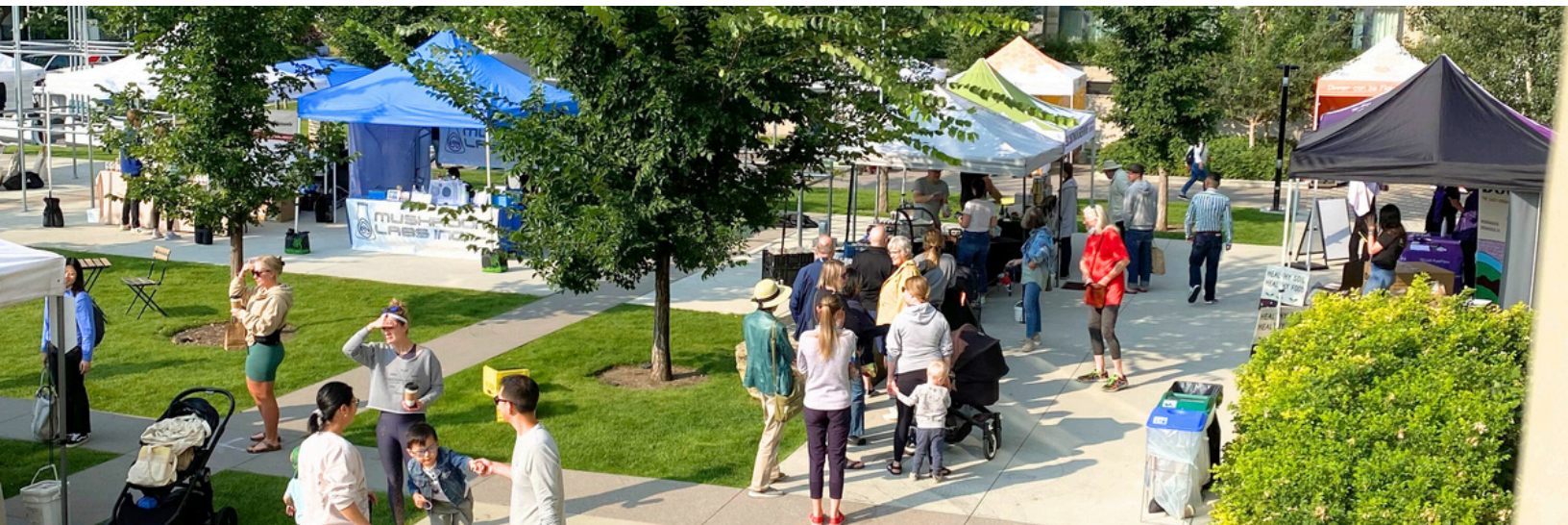
The City of Calgary
PO Box 2100, Stn M
Calgary, AB
T2P 2M5

The name and location of the market is: Artist Alley at Farmers & Makers Market at cSPACE Marda Loop, 1721 29th Ave SW, Calgary AB, T2T 6T7.



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. Additionally, NO electricity or generators will be permitted in Artist Alley.



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 Artist Alley 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 you, or that are found 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 Artist Alley at the market.



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 8am 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 canceled, 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-3pm 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 removal from future market opportunities.

CHECK-IN: Before arrival, please check the provided 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 Artist Alley 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 2025 Vendor Agreement for Artist Alley at the Farmers & Makers Market at cSPACE Marda Loop indicates that you have read and agree to adhere to the contents of this Handbook to the best of your abilities.

SPONSORS and PARTNERS: We would like to take a moment to thank our generous sponsors and partners, 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.



*Family
friendly!*

