

Artist Alley

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

Vendor Handbook *Summer 2026*

cspacemardaloop.com



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Welcome!

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. Please read this handbook carefully before you submit an Artist Alley application.

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, such as the Farmers & Makers Market.

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

The Artist Alley is hosted and managed by cSPACE Marda Loop. The Farmers and Makers Market organization reserves approximately 6-8 booths for cSPACE to provide space and opportunity for local artists in the 'Artist Alley' at a subsidized rate.

THIS OPPORTUNITY IS OPEN TO emerging and semi-professional artists and creative entrepreneurs who work in traditional fine arts areas such as painting, photography, sculpture, textiles, writing, jewelry-making, illustration, printmaking, digital creations, poetry, ceramics, smithing, leather crafting, woodworking, and more. NOTE: if you are a craft artisan, are interested in on-going market placement, and/or require electricity, please apply through with F&MM organization directly.

cSPACE Marda Loop Information



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

PUBLIC 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 (incl. baby change table), wheelchair accessible stalls (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:

- Public wifi.
- Water. Potable water from an outside tapped source.
- Waste management. Limited receptacles for compostables, recyclables, and municipal waste provided.
- Public seating.
- Experiences as offered (live music, crafts, family activities, etc.)

SMOKING/VAPING:

- 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.

PUBLIC PARKING:

- Limited parking is available in our lot on the north side of the building.
- Additional street parking is available on 29th & 30th Avenue, and 16th & 17th Street, and at the Marda Loop Communities Association.
- see SITE MAP.

PETS:

- cSPACE Marda Loop is a pet-friendly building.
- If you bring your pet, be 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. Several are located nearby at convenience stores, plus banks along 33rd Avenue.

Public WiFi:

Network: cSPACE_Public_WiFi

Password: ilovecspace!

cSPACE Marda Loop Site Map



Artist Alley Market Information



cSPACE MARKET COORDINATOR: Kate Ware

COORDINATOR CONTACT:

EMAIL: market@cspaceprojects.com

PHONE (on Market days): (403) 863-9590

2026 MARKET DATES

Saturdays, May 23 - October 17, 2026 (22 total)

- May: 23, 30
- June: 6, 13, 20, 27
- July: 4, 11, 18, 25
- August: 1, 8, 15, 22, 29
- September: 5, 12, 19, 26
- October: 3, 10, 17

2026 MARKET HOURS

Markets will run from **10:00am-2:00pm** on scheduled days, with Vendors allowed on site from 8:00am-3:00pm for additional set-up and take-down.

COST FOR MARKET

VISITORS TO ATTEND:

The market will be FREE to attend for the public. Stall rental fees for vendors are listed below. (see *Artist Alley Vendor Info section*)

LOCATION:

All markets will be held on cSPACE Marda Loop property. Vendor stalls will be located on our ArtPark and/or adjoining Poet's Walk spaces, as assigned by the Market Coordinators. (see SITE MAP.) Contingency spaces may be available inside the building for organized programming on poor weather days, but this is NOT guaranteed. (see *weather policy*)

PROGRAMMING:

There will be both entertainment and family-friendly opportunities offered at every scheduled market. Please watch our cSPACE Marda Loop website and associated social media channels for information.



Artist Alley Acceptable Vendor Items

Artist Alley, as part of the Farmers & Makers Market, is a reflection of the cSPACE and the 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.



ACCEPTABLE ITEMS:

Artist Alley will be curated to achieve a desirable mix of acceptable handmade and locally created art items, at the discretion of the Market Committee.

This includes items from emerging and semi-professional artists and creative entrepreneurs who work in traditional fine arts areas such as painting, photography, sculpture, textiles, writing, jewelry-making, illustration, printmaking, digital creations, poetry, ceramics, smithing, leather crafting, woodworking, and more.

NOTE: If you are a craft artisan, are interested in on-going market placement, and/or require electricity, please apply through with F&MM organization directly.

Items that fall under the following categories should [apply with the F&MM organization as you do not qualify for the Artist's Alley:](#)

- Farmer/Grower
- Baker
- Food/Beverage Artisan
- Alcoholic Beverages
- Craft Artisan
- Reseller
- Food Truck



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 artistically upcycled), items related to tobacco products, cannabis/CBD or THC in any form, or any items that belong under the F&MM classification.

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

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.

Artist Alley Vendor Information

FEES: costs associated with these subsidized 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.
- *NOTE: Multiple stalls may be booked by one vendor, but we ask that individual stalls do not subdivide between multiple vendors without prior approval (email market@cspaceprojects.com for 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.
- 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 and weather policy*)

WHAT'S INCLUDED:

- One 10'x10' stall in either the ArtPark or Poet's Walk area, as designated by the Market Coordinators.
- Access to water, washrooms, waste management, parking, activities, wifi, etc.
- General 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.
- If your Application has been approved, you will receive a 2026 Vendor Agreement to sign, which will entitle you to participate in the entire season of opportunities.
- After your Vendor 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.
- An invoice will be sent for the date(s) you have been scheduled to attend.
- *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.**
- 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.

Artist Alley Vendor Information

CANCELLATION POLICY: Organizing a successful and diverse market is challenging work, and several people depend on your reliability and punctuality. If you are unable to attend your scheduled market day, 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. If a market is canceled at the last minute due to extreme weather conditions (see *Policies and Documentation* section) 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!



Artist Alley Policies, Documentation and Fine Print

Vendor Insurance

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](#), [Duuu](#), or [PAL](#).

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 Safety

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.

Marketing and Promotion

PROMOTIONAL MATERIALS: 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.*

While on-site, Vendors and their stalls may also be photographed or recorded for cSPACE promotional purposes. We also ask that Vendors do their best to promote The market at cSPACE with the materials we provide you.

In your advertising, communications and social media, please note the following:

- **cSPACE Projects** is the name of our overarching organization.
- **cSPACE Marda Loop** is the arts hub where the market is taking place.
- **Artist Alley** is the name of the area you will be vending from.
- **The Farmers and Makers Market** is the name of the organization hosting their event at cSPACE Marda Loop.

Please remember to make the "c" lower case, and the "SPACE" upper case.

You are welcome to tag us on Instagram, Facebook, or LinkedIn in your promotional materials. We will do our best to reshare high-quality posts in alignment with our values and policies, but cannot guarantee resharing.

IG @cspace.mardaloop
FB /cspaceMardaLoop
Linkedin /cspaceprojects

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.

Cancellation and Weather Policy

WEATHER POLICY: The Market at cSPACE will run rain or shine. 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.
- 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.
- No refunds will be issued in the event of a cancellation due to extreme weather.

CANCELLATION POLICY: Organizing a successful and diverse market is challenging work, and several people depend on your reliability and punctuality. If you are unable to attend your scheduled market day, 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. If a market is canceled at the last minute due to extreme weather conditions (see *Policies and Documentation* section) 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.

Vendor Parking

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 SITE MAP for details) Please drop off your gear, then move your vehicle to an outlying parking area until the end of the market.

Vendor Arrival

TIMING: Vendors are invited to be on-site between 8:00am-3:00pm 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 personal data plan.

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 condition as you found it.

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 2026 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.

The Farmers and Makers Market (Calgary Earth Market Society) is a separate entity and the views, policies, and guideline expressed here do not necessarily reflect the official policy or position of The Farmers & Makers Market. Likewise, the views, policies, and guidelines of the F&MM do not necessarily reflect those of cSPACE Projects.

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.



sarinabulids

VOLUNTEERS: We would also like to thank our dedicated team of volunteers who work hard to help each market run smoothly. You're the best!

