

Spirit of Sylvan

YULETIDE
FESTIVAL

Yuletide Festival Market

Vendor Application Package
December 4 – 5, 2026



Spirit of Sylvan YULETIDE FESTIVAL 2026 MARKET APPLICATION PACKAGE



Welcome to the Yuletide Festival Market!

We are excited to have you join us in creating an unforgettable holiday experience for our guests at the unique Yuletide Festival Market!

Much more than a Market. We will have entertainment including local choirs, Gingerbread House decorating, Raffle, Twinkle & Timber Wreath and Tree Auction, Breakfast with Santa, Sparkles will be here to entertain the children (and adults of course) and the one and only Jolly man himself – SANTA!!!

Market Location

Arena 2 – Nexsource Centre, Sylvan Lake
4804 48 St, Sylvan Lake AB

Market Date and Hours

Market Move in

Friday December 4th 8:00 am – 12:00 pm

Vendors can check in and start taking possession of their booth(s) on Friday December 4, 2026 at 8:00 am. Doors will not be open for early set up. Please check in with the Market Coordinator at the market entrance. Any vendors who have not checked in by 11:00 am on Friday, December 4th may have their booth released and given to the next Vendor on the wait list. If you are unable to check in before this time, and would still like to participate, notify the Market Coordinator to arrange an alternative check in time. Where possible, we will do what we can to accommodate your request.

Booths must be set up, stocked, and staffed at all times during the Market.

Doors will be open to Vendors on December 5th at 8:00am.

Market Hours

Friday, December 4 th	2:00 pm – 10:00 pm
Saturday, December 5 th	9:00 am – 4:00 pm

Overnight

Booths stay set up overnight. You can cover them with a sheet or blanket if you wish. Please take cash home with you for the night. There will be security until the building closes at midnight and again from the building opening at 6:00 am until the festival staff arrive at 8:00 am.



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Move Out

Due to the safety of other Vendors and Customers/participants, Booths may not be taken down or removed until 4:15 pm on Saturday, December 5th.

Early move out is not permitted.

Vendors must leave their booths free and clear of any debris or garbage by 6:00 pm on Saturday, December 5th, 2026. Any exhibit not removed by that time will be removed at the Vendor's expense.

If you require more time, arrange with the Market Coordinator prior to take down.

Unloading/loading

Please access the parking lot on the south side of the building on 48 Avenue. There are 2 side doors as well as the door at the south end of the building that can be used for loading and unloading. At all doors there will be a map to help you locate your spot.

If you are using a trolley, wagon etc, please **DO NOT overload** it as heavy trolleys cause the carpeting to buckle which is a tripping hazard.

Once you have unloaded your vehicle, you **MUST MOVE YOUR VEHICLE IMMEDIATELY** to allow room for others who need to unload.

Vendor Parking during the Festival

We are expecting a large volume of Market participants as well as others involved in the Festival. We ask that you **do not park** in the Nexsource Centre lots but rather across the street, to the north of the Nexsource Centre, by the Railroad tracks. This will allow customers room to park and enter the Festival.

DO NOT park in the Urgent Care Parking Lot. Vehicles parked in unauthorized areas may be ticketed or towed at the Owners expense.

Handicap participants that will be using the Handicap parking spots (with applicable/approved) decals are asked to check in with the Market Coordinator and provide License plate #.



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Vendor Check-In Details

Contact

Market Coordinator:

yuletidefestivalandmarket@gmail.com

Market Coordinator for the actual event will be confirmed closer to commencing.

Location & Moving In/Out

Arena 2 – Nexsource Centre, Sylvan Lake
4804 48 St, Sylvan Lake AB

Market Move-In:

Friday December 4th 8:00 am – 12:00 pm

Market Move-Out:

Saturday, December 5th 4:15 pm – 6:00 pm

Recommended to use the side doors on the Southwest corner of Arena 2, or the doors at the South end of the building, for your closest Loading/Unloading access.

Please be sure to move your vehicle immediately after finishing moving in/out. Vendors are asked to park across from the Nexsource Centre along 49th Ave in the parking lots next to the railway.

Facility Floor Plan

Tentative floorplan of event space provided, finalized copy to be distributed with approval information details prior to event.

Cancellation

Vendors may cancel this agreement with written notice no later than November 30, 2026. The amount paid will be refunded, less a \$50.00 administration fee.

No refunds will be made for cancellations after November 30, 2026.

If you are unable to attend you **MUST** contact the Market Coordinator as soon as possible. If you are unable to attend and must cancel, you **cannot** give your space to a friend/relative to set up their own booth instead. You must contact the Market Coordinator and your spot will be rented to the next person on the wait list.



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Liability Insurance Requirements

Each vendor is required to provide a certificate of Commercial General Liability Insurance (Vendor Insurance) with a minimum limit of \$2,000,000.00 coverage for each occurrence, before moving in.

Your insurance policy must name *Spirit of Sylvan Society* and *The Town of Sylvan Lake* as additional insured and must be submitted no later than November 15th, 2026, unless previously arranged.

If insurance is not provided by November 15th, 2026, your booth may be given to an alternate Vendor on the wait list.

Standards, Regulations & Conditions

Product Regulations

These regulations apply to all Yuletide Festival Market vendors. Applications received that fall into one or more of the following categories will not be considered and will not be permitted:

- Obscene or offensive products. (As per the discretion of The Spirit of Sylvan Committee)
- Network marketing and multi-level-marketing recruitment.
- Products not meeting Canada Consumer and Corporate Affairs regulations or products not C.S.A. approved.
- Cannabis, or tobacco products - including but not limited to consumable cannabis, cigars, cigarettes, smokeless tobacco, paraphernalia, or lighters.
- Weapons -Including but not limited to folding, pocket or hunting knives, swords, daggers, guns and firearms or weapons of any kind (as per the discretion of the Spirit of Sylvan Committee.)
- Display, sales or advocacy of items or paraphernalia that may promote the use of illegal drugs in any way.
- Helium balloons, open flame candles or confetti.
- Bubble makers or bubble machines.

Booth Requirements

- All booths shall be constructed to be professional in appearance.
- All booths must accommodate customers without blocking the aisle or crowding other vendors.
- All products should fit proportionately into the area, and tiered merchandise display units or shelving should be used where necessary.
- Signage shall be professional and indicate the company name, product or service and pricing.
- All booths providing personal services (products or services that entail skin contact) and booths selling, handling or sampling food are required to complete AHS permits prior to show opening.



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- All representatives are to remain with their respective booths / areas to ensure any activity of sales does not impede any other vendor by noise or distraction.
- No tents or canopies are permitted

Booth Inclusions

- 10 ft x 10 ft floor space.
- Inclusion on any public facing, printed Market guide and a mention on the screens.
- Posting on the Yuletide Festival Social Media Sites, including links to vendors if applicable.
- If you have any special requests, please ensure you list them on the application. We will do our best to accommodate you.

Booth Exclusions

- Tables – available for rent upon request arranged prior to the event, or bring your own.
- Table coverings- are not provided
- If offering food samples, bring your own garbage cans
- Power – limited availability – Please note requests on application (must bring your own extension cords). We will do our best to accommodate
- Wi-Fi and internet service
- Chairs - there are some available but best to bring your own to ensure you have a seat if needed.
- Spirit of Sylvan Committee reserves the right to limit the number of Vendors selling similar items. You will be asked to remove items not listed on your application if deemed necessary by the Market Coordinator or Spirit of Sylvan Committee members if not previously approved.

Dress for the Temperature!!!

Remember, we are set up on top of the ice surface and the flooring doesn't provide an abundance of insulation. It can be cold. You are welcome to bring a mat to stand on which can be helpful. Dress in layers!!! Bring extra layers!!! Mitts are helpful too!!! The heaters will be on but it is a balancing act to keep the ice frozen and the air tolerable.

It is the coldest on Friday with everyone unloading and the doors being open for long periods of time as Vendors bring items in throughout the day.

Rules & Regulations

Fire Regulation

The use of any materials that are not flameproof or fire retardant is not permitted.

Open flame or any product perceived to be a fire hazard is not permitted – as per the discretion of the Spirit of Sylvan Committee



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Free Draws and Giveaways

Unless prohibited by law, vendors may conduct free draws or giveaways within their licensed area. Free draws and giveaways mean:

- No purchase, donation, demonstration, or registration is required to enter the draw to receive a prize or give away.
- All draws for prizes must be completed before the show closes on Saturday, December 5th, 2026.
- Food or drink samples are not considered as give away items.

Food and Beverage Samples

Alberta Health Services inspects and approves each booth that sells or samples food for consumption to the public. Serving sizes for sample products must not exceed 56 grams or 54 milliliters. All concession units must have a back-flow preventer installed and a health department inspection certificate.

For specific information regarding food and food handling requirements please visit <https://www.albertahealthservices.ca/eph/Page13999.aspx>

Personal Services

Personal services are defined as products or services that entail skin contact (hair styling/cutting, temporary tattoos, henna applications, skin creams, nail care, etc.) will be required to complete a form detailing infection control for each location. A record for service must be completed for booths with multiple products.

These products and services must adhere to the guidelines set forth by Alberta Health Services. Forms to be submitted to the Market Coordinator prior to November 15th, 2026.

AHS Inspection

AHS inspection time will be sent out prior to move in. Vendors are to be moved in, and set up prior to inspection. Vendors will not be able to open if not approved by AHS.

For more information regarding personal services please visit [https://www.albertahealthservices.ca/eph/ Page13999.aspx](https://www.albertahealthservices.ca/eph/Page13999.aspx).

Security

The Spirit of Sylvan Society provides general market and building security during non-show hours, while the facility is still open, beginning December 4th, 2025 at 10:00 pm. Each vendor is responsible for their own booth's contents.

The presence of security does not constitute acceptance of any responsibility by the Spirit of Sylvan for such security of Vendor's products and booth contents. If you have any questions or concerns, please notify security personnel and/or Market Coordinator as soon as possible.



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Shipments

Nexsource Centre does not permit Vendors to ship displays or materials to the Nexsource Centre as we cannot sign for any items. If you send your materials via a delivery service, you must make prior arrangements to meet them and escort them to the venue.

Booth Pricing and Extras

Description	Cost (GST Incl'd)	Quantity	Amount Payable
Regular Booth 10x10	\$200.00		
Corner Booth 10x10	\$250.00		
Powered 10x10 Booth	\$250.00		
Table rental	\$ 30.00		
Total Payable (GST Included)			

Application

Please fill out the Application Form, that is coming up next in this Information Package, to apply for your spot in the Yuletide Festival Market.

Signed Vendor Applications with full payment (including selling privileges) are due no later than November 15, 2026. Non-payment of booth rental will result in immediate cancellation of space allocation.



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Market Application Form

Contract: Yuletide Festival & Market – Dec. 5-6, 2026

Agreement between Spirit of Sylvan Society and

Vendor Details

Vendor: _____ GST #: _____

Principal
Owner: _____ Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Alternate Phone: _____

Email: _____ Website: _____

Social
Media: _____

Items to be Sold in Booth

Please list all items to be sold in your booth. Only items listed will be approved to be sold.
If you have multiple booths, you must list what you plan on selling in each booth.
Upon arrival, the Market Coordinator will indicate which items will be sold in each booth to
avoid repetition of products.



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All booths will be sold on a first-come, first-serve basis.

Contracts will only be accepted, with full payment, up to the deadline of November 15, 2026.

Booth Pricing & Extras

Description and Cost (GST included) as follows: Inside Booth 9' x 9' \$150.00 | Corner Booth (*only 16 available*) - 10' x 10' \$175.00 | Electrical Hook-ups (*only # available*) - \$25.00/Booth | Table Rental - \$30/table

Please select which booth type you prefer (refer to above details and enter quantity if you require more than one).

Description	Cost (GST Incl'd)	Quantity	Amount Payable
Regular Booth 10x10	\$200.00		
Corner Booth 10x10	\$250.00		
Electrical hook up	\$250.00		
Table rental	\$ 30.00		
Total Payable (GST Included):			

Apologies, requests for particular booth locations are not being accepted at this time – with the exception of those purchasing electrical or corner placements.

Payment

Contracts will not be accepted without payment before the deadline of November 15, 2026.

Please submit payment via e-transfer, email to: yuletidefestivalandmarket@gmail.com.

Agreement to Operate

The Spirit of Sylvan Yuletide Festival and Market grants the Vendor permission to operate during the event. This permission is **not exclusive**; other vendors may offer similar products or services. Participation is subject to all Rules, Regulations, and Conditions of the Festival, which are attached to this agreement and are considered part of this contract.

Vendor Confirmation

THE VENDOR HEREBY AGREES TO ABIDE BY THE TERMS AND CONDITIONS OF THIS CONTRACT AND RULES & REGULATIONS IN THE APPLICATION GUIDE, WHICH FORM PART OF THIS AGREEMENT.

Vendor Name
(Please Print)

Vendor Signature

Date

