

Community Christmas Market — Vendor Rules & Guidelines 2026

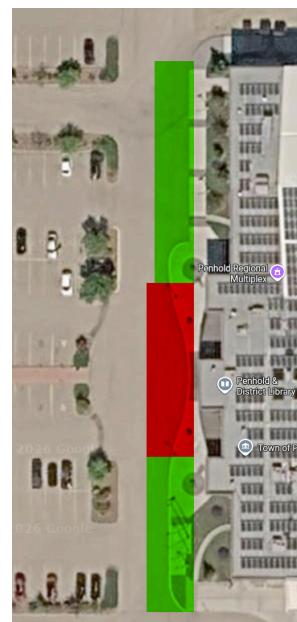
Date	Time	Location
Friday, November 20, 2026	6:00 – 8:30 p.m.	Penhold Multiplex gym, 1 Waskasoo Ave

10' x 6' booth	12' x 6' booth	Community groups
\$45	\$50	Free

Welcome to the Community Christmas Market! To keep the evening safe, smooth and fun for everyone, all vendors must follow these guidelines before, during and after the market. This market is a fundraiser in support of the Penhold Museum Society.

Before the market — unloading & setup

- **Setup:** Vendors may begin setting up at **3:00 p.m.** All booths must be fully set up by **6 p.m.** when the market opens to the public.
- **Unloading & parking:** Unload at the Multiplex front doors. **There is no parking or stopping between the two fire lane signs in front of the Multiplex doors at any time, including while unloading.** All other curbside spaces in front of the building are for unloading only. Unload, then move your vehicle promptly so other vendors can unload. See the map.
- **Vehicle deadline:** All vendor vehicles must be moved away from the front door by **5:00 p.m.**
- **Supplies:** You receive floor space only. Bring your own tables, table coverings and displays. **2 chairs** will be provided by the Town of Penhold.
- **Booth space:** Keep your tables, displays and stock within your marked booth space.



During the market

- **Family-friendly merchandise:** Community Christmas is a family event. All items displayed must be G-rated — no foul language, inappropriate text or adult slogans.
- **Safety:** Keep aisles and emergency exits clear. No lit candles or open flames.
- **Food:** No onsite food preparation. Pre-packaged food is allowed, but it **must be listed on your application** so it can be included in the event's Alberta Health Services report. Food not declared on your application cannot be sold.

Little Shoppers Market

Volunteer elves help children shop for Christmas gifts for their parents, siblings, etc. Vendors are strongly encouraged to contribute items to make this event a success.

- These items will be sold for you; they are not donations.
- Items must be priced at exactly **\$5 or \$10**.
- No delicate or breakable items.
- Every individual item must be labelled with your **vendor number** and **price**.
- After the market, collect your unsold items and your sales. Unclaimed items will be donated to a local charity.

After the market — teardown

- **No packing up before 8:30 p.m.** Early teardown is not permitted.
- Vehicles may return to the front door for loading from **8:45 p.m.** — again, no stopping in the fire lane between the signs.

Power & Wi-Fi

- A limited number of booths along the gym's outside wall have access to power. Request power on your application; it is **not guaranteed**.
- If you are assigned power, bring your own extension cord and tape it down so it isn't a tripping hazard.
- Wi-Fi is available onsite for card readers.

Registration, payment & cancellations

- All applications must be submitted by **October 26**. We will send an email confirming acceptance no later than **November 1**.
- Booth fees are paid by e-Transfer after you are accepted. Please put your business name in the memo.
- Your spot is confirmed only once payment is received. Payment is due by **November 9, 2026**.
- Cancellations on or before **November 13, 2026** receive a full refund. No refunds after November 13.

Your booth fee directly supports the Penhold Museum Society — thank you!

Questions? Contact Myles & Shanna Doupe, Market Coordinators — penholdmuseum@gmail.com