

CHRISTMAS MARKET 2017 GUIDELINES

RETAIL VENDORS

APPLICATION DEADLINE:

October 6, 2017

WHERE?	Downtown Brampton; City Hall Conservatory (Indoors) Daily Times Square (Outdoors) Garden Square (Outdoors)
WHEN?	Friday, November 17, 2017, 4 – 10pm Saturday, November 18, 2017, 12 – 9pm Sunday, November 19, 2017, 12 – 6 pm
CONTACT?	Amy Witcomb – Events Specialist City of Brampton, Economic Development and Culture 2 Wellington Street West, Brampton, ON L6Y 4R2 Phone: 905.874.2975 E-mail: amy.witcomb@brampton.ca
KEY DATES	Application Deadline: October 6, 2017 Notification of Approval: October 13, 2017

ELIGIBILITY AND SELECTION PROCESS

The City of Brampton is accepting applications for retail vendors interested in participating at the 2017 Christmas Market. We are looking for dynamic, professional businesses with unique products and services to make this event a truly special one. Please read and complete all sections of this application to be **considered** for inclusion.

Specifically, the City of Brampton is looking for vendors who can provide any of the following:

- Christmas Décor – ornaments, fresh wreathes, figurines, centrepieces
- Arts and Crafts – one-of-a-kind, handmade items: candles, wood, glass, paintings, sculptures
- Jewellery – one-of-a-kind, handmade items: stones, metals beads, glass
- Toys, Games and Books – board games, wooden, plastic
- Health and Beauty – skin care, soaps, makeup, scents
- Food – packaged, prepared and/or ready to eat
- Drinks – hot chocolate, hot apple cider, mulled wine and speciality coffees
- Fashion Accessories – scarves, mittens, gloves, socks, belts

Please submit applications to participate as a retail vendor to the City of Brampton's Tourism and Special Events Department, by mail or email by **Friday, October 6, 2017** to:

City of Brampton, Tourism and Special Events
2 Wellington St. West, Brampton, ON L6Y 4R2

Amy.witcomb@brampton.ca

Please be advised that applications will be evaluated by a selection committee based on the products offered as they relate to the overall fit with the event. The submission of a vendor request form **DOES NOT** guarantee inclusion in the event as a vendor, as space is limited.

This event attracts a diverse crowd of residents and visitors – to maintain an atmosphere of respect and neutrality, we will not be accepting applications from religious organizations or political parties/campaigns of any type.

VENDOR CABIN INFORMATION AND PRICING

The Corporation of the City of Brampton will provide vendors with the following:

- An 8' x 10' wooden cabin structure OR a booth space for the vendor's own set-up
- A cabin sign with vendor name on it
- Lights for outdoor decoration of cabin (as setup by the City)

Each vendor will be required to bring all additional requirements that might include, but are not limited to:

- A heating device
- Additional décor for the interior of the cabin **PLEASE NOTE: You cannot affix anything to the cabin – no nails, screws, staples, etc. No outdoor signage or décor.**
- **A padlock to secure the cabin overnight**
- Any additional vendor signage (please note, vinyl banners are not allowed)
- Shelving units for product display
- Items required for food preparation

BOOTH DÉCOR

The décor of the booth must fit with the Christmas and holiday theme of the event, and merchandise must be displayed in a clean, uncluttered fashion.

SUPPORTING MATERIALS:

- Your application **MUST** include the following items:
 - Signed application
 - Photos representing the products you will sell at the Christmas Market, as well as previous booth/store/Market décor and product display
 - Biography of vendor. Tell us about yourself/business. What is unique about your product? Is it hand-crafted in a unique way?
 - Product description; list all products, with a description, that you will be selling at the Christmas Market, as well as the price for each item.

SUCCESSFUL APPLICANTS

Applicants that are successful in the application process will be contacted by Amy Witcomb, Events Specialist, to finalize the Agreement. As vendors are operating in a public space, proper insurance requirements must be met to protect the vendor and the public, and specific guidelines must be adhered to.

CONDITIONS & REGULATIONS FOR SUCCESSFUL APPLICANTS

1. Upon acceptance, fees and insurance documents must be paid and submitted to the City no later than **Friday, November 10, 2017**. Fees must be paid via cash or credit card. All payments are non-refundable. In the event of unfavourable weather conditions, fees will **not** be reimbursed. If your payment or insurance documents are not received by this date, your spot will be offered to an alternate vendor on the waiting list.
2. Products must be seasonal, traditional and unique, and fit into one of the above stated product categories.
3. Prices on all products must be prominently displayed and cannot be changed during the duration of the market.
4. Vendors may not cohabitate, loan, give, or sublease the cabin(s)/vendor space assigned to them.
5. Vendors are responsible for removing all items and garbage from their cabin after the event and leaving the space in a clean and tidy state. Failure to do so will result in further payment by the vendor for any cleanup costs incurred by the City of Brampton.
6. To create a consistent look, the City will be responsible for the cabins' exterior décor. Interior décor of the cabins is the responsibility of the vendor.
7. Throughout the market weekend, vendors can begin setup two and a half (2.5) hours prior to the start of the market and must be complete thirty (30) minutes prior to the start of the market. Your booth must

stay open for the full duration of each event date. (November 17, 2017 from 4 pm – 10 pm, November 18 from 12 pm – 9 pm, November 19 from 12 pm – 6 pm). No exceptions.

8. Cabin/booth allocation is at the sole discretion of the City.
9. Free parking is available for the duration of the event weekend. For the Conservatory and Daily Times Square, the closest parking options are either the City Hall parking garage or West Tower parking garage, both located on George Street. For Garden Square, the closest parking option is Rose Theatre, located on Theatre Lane.
10. The City will provide an 8' x 10' wooden cabin structure OR a booth space for the vendor's setup, a cabin sign with the vendor's name on it and lights for outdoor decoration of the cabin (as setup by the City). Your organization is responsible for all other operating supplies, including tents, lighting, generators, water, tables, chairs etc. No spikes or any other device may be put into the ground.
11. The Applicant is responsible for providing their own tent weights (1 x 40lb weight per tent leg). Those vendors whose tents are not sufficiently secured will be asked not to participate that day. The safety of the Applicant's space and booth is the responsibility of the Applicant.
12. The organization shall pay for all damages to the City arising from the use of the grounds by your group.
13. The City reserves the right to decline an application and/or to prohibit the sale or distribution of a product or service that is in direct conflict with an event sponsor. A sponsor is defined as anyone that supports or contributes to the event by providing resources that are of value to the sponsored event.
14. Unless otherwise specified, the City does not guarantee that any applicant will be the sole provider or retailer of a specific product or service, and the City will not be responsible if more than one applicant provides the same product or service.
15. The City reserves the right to decline an application which is or would be contrary to any laws, regulations or city policies or detrimental to the City's public image.
16. The City reserves the right to cancel the agreement without notice, should there be breach of these conditions and regulations, or should the City be of the opinion that the premises are not being used for the purposes contained in the application.

INSURANCE

If accepted, successful candidates must agree to obtain commercial liability insurance with an inclusive limit of no less than two million dollars (\$2,000,000) per occurrence for the event, to name the City of Brampton as an additional insured, and to supply proof of insurance to the City of Brampton. **Note:** Proof of coverage must be submitted using the City of Brampton's Certificate of Insurance Coverage form completed by your insurance broker. Insurance forms will be distributed to successful applicants upon acceptance.

The applicant acknowledges and agrees that neither the City of Brampton nor its staff will be responsible for any property damage or injury incurred by a person or persons, vehicle, equipment, or otherwise on site of the event.

Should the successful applicant need to obtain single-day special event insurance, it can be purchased through the City's Liability Insurance Program. Upon acceptance, the Event Specialist will provide details and rates.

Initial: _____ I have read and agree to the Terms and Conditions outlined in this form.

2017 RETAIL VENDOR APPLICATION

CONTACT INFORMATION

NAME OF BUSINESS:	
CONTACT NAME:	
MAILING ADDRESS:	
CITY/TOWN:	POSTAL CODE:
PHONE #:	SECONDARY PHONE #:
E-MAIL:	
MEDIA LINKS (website, portfolio, etc. if applicable):	

Any personal information collected by the City of Brampton is for the purpose of administering the 2017 Christmas Market event, and such information is governed and protected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M-56.

DESCRIPTION AND PRICE RANGE OF PRODUCTS BEING SOLD

Note: Preference will be given to vendors who demonstrate a specific focus rather than a broad range of products.

FEES FOR CHRISTMAS MARKET 2017 (HST INCLUDED) Rates are in Canadian dollars. Successful applicants will be contacted by **Friday, October 13, 2017**

RATE (Retail Vendor in Garden Square)	RATE (Retail Vendor in the Conservatory)
\$250.00	\$150.00

- I would like to participate as a retail vendor in:
- \$250.00/Garden Square Please indicate if you have a mobile retail store Yes ___ No ___
 - \$150/Conservatory Please indicate booth size/space required _____ x _____
- INSURANCE:** I will provide proof of General Liability Insurance coverage in the amount of 2 million dollars, naming the Corporation of the City of Brampton as an additional insured. **Note:** Proof of coverage must be submitted using the City of Brampton Certificate of Insurance Coverage form completed by your insurance broker.
- INSURANCE:** I will need to purchase General Liability Insurance coverage in the amount of 2 million dollars. Sufficient and affordable coverage can be obtained via the Facility User Group Liability Insurance Program. Please ask your Event Liaison for details and rates.

HAVE YOU BEEN A VENDOR AT ANOTHER CITY OF BRAMPTON EVENT? Yes / No

If “yes”, please list below:

For consideration of the City’s review of my application to be considered to participate in the 2017 Christmas Market as a retail vendor, I agree that I have read the above agreement carefully, and understand, accept and agree to all of its terms.

Print Name: _____ Date: ____/____/ 2017

Signature: _____

This application will not be considered unless the agreement has been read and executed by the applicant by signing above. Breach of these terms will result in termination of this application. Please keep a copy for your records, and submit the completed package by **Friday, October 6, 2017** to:

Amy.witcomb@brampton.ca

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