



2018 PORT DALHOUSIE CHRISTMAS MARKET

# Vendor Application Form

CONTACT: ANNE KALAGIAN | (905) 931-0874 | SELL@PDCHRISTMASMARKET.CA

## Port Dalhousie Christmas Market Information

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The Port Dalhousie Christmas Market is an outdoor festival where city residents gather with friends and family to celebrate the tradition and romance of Christmas. Visitors can shop whilst enjoying the tastes, sights, sounds and smells of the tradition of Christmas!

This year's market will include: unique, local or handcrafted products sold from European styled wood cabins, Santa's house, choirs, Christmas caroling, live entertainment, festive food and beverages, a warming lounge, and more!

## LOCATION

Port Dalhousie - Hogan's Alley / Lock Street / Fortress Property (Formerly Lakeside)

## DATES & TIMES

Friday, December 7: 4:00 PM - 9:00 PM  
Saturday, December 8: 10:00 AM - 9:00 PM  
Sunday, December 9: 10:00 AM - 5:00 PM

## Vendor Selection Process

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Vendor application due date: Monday, October 1

**Applications that are received and accepted by Friday August 31, will receive a \$25 discount.**

Vendor selection & confirmation date: Monday, October 8

## Acceptance Criteria

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Decorative Christmas and holiday articles  
One of a kind handmade items  
Unique holiday gift items  
Affordable prices



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### Application

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Your application should include the following items.

- 2018 Vendor Application Form
- Biography - Tell us a bit about yourself. Where else have you sold your product? Do you have previous participation as a market vendor? Is your product hand-crafted or unique in any way?
- Product Description - List, description and price of your products.
- Photos - Photos of products and/or previous displays
- Payment - Please include either the credit card authorization form, or cheque. EFT is also accepted. Payment will only be processed upon acceptance.

### Price to Exhibit

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#### PER CABIN:

Approximately 6' x 6' wooden cabin:

**UNIQUE ARTISTS**

Price \$265.49 + HST (\$34.51) = **\$300.00**

**MLM VENDORS**

Price \$353.98 + HST (\$46.02) = **\$400.00**

*Cabin includes a propane heater*

#### PER TABLE:

Lock & Main Marketplace - 17 Lock St. (Indoor) + Secondary Location TBC

Approximately 30" x 72"

**UNIQUE ARTISTS**

Price \$265.49 + HST (\$34.51) = **\$300.00**

**MLM VENDORS**

Price \$353.98 + HST (\$46.02) = **\$400.00**

Cabins will be filled first. Please indicate your location preference above and we will do our best to accommodate.



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Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website Address: \_\_\_\_\_

Twitter / Facebook / Instagram: \_\_\_\_\_

Product Category - Check 1 box that best describes your product:

Christmas Décor   
Toys/Games   
Health & Body   
Misc

Arts/Crafts   
Clothing/Accessories   
Jewelry

How many years have you been a business?

List, Description, and Price of Product(s) for sale:



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Please return the signed and completed application form, with your support material, to:

MAIL:

Port Dalhousie Christmas Market  
c/o  
115 Bayview Dr.  
St. Catharines, ON  
L2N 4Z5

**OR**

EMAIL:

[sell@pdchristmasmarket.ca](mailto:sell@pdchristmasmarket.ca)





## 2018 PORT DALHOUSIE CHRISTMAS MARKET

# Vendor Agreement

Payment and paperwork **MUST** be received no later than October 1<sup>st</sup>.  
**NO RAIN OR SNOW DATE**

The Port Dalhousie Christmas Market (PDCM) Planning Committee is pleased that you will be applying to the 2018 Port Dalhousie Christmas Market. This agreement will confirm your application; it outlines the rules and regulations for the event.

1. **Cancellation Policy** – no refunds will be issued after October 9<sup>th</sup>.
2. **Participation** – Vendors are required to participate for the entirety of the Port Dalhousie Christmas Market. It is the responsibility of the Vendor to ensure the booth is staffed throughout the market.
3. **Subletting / Shared Space** – subletting space is prohibited. The Vendor shall not assign, sublet or apportion the whole or any part of the space allocated by the PDCM Planning Committee.
4. **Assignment of Cabins / Tables** – cabins / tables will be allocated by the PDCM Planning Committee. The PDCM Planning Committee has the right to relocate exhibits which may be affected by a change in the floor plan, or in the interest of optimum traffic control and exhibit exposure. The PDCM will not be held liable if competitive vendors are adjacent to or opposite of each other; however, strong efforts will be made to allocate space on a basis fair to all Vendors.
5. **Space Information**
  - a. **Cabin Space Information** – Vendors will be responsible for the set-up of their own exhibit. Additional décor of the designated vendor cabin interior is the responsibility of the Vendor. Vendor may attach additional shelves, displays, lights, etc. to cabin interior as desired. The exterior of the cabin must not be altered. To present a uniform look, exterior Christmas lights will be provided and installed by PDCM Planning Committee at each vendor cabin.
  - b. **Table Space Information** – Vendors will be responsible for the set-up of their own exhibit. Chairs and table linens are the responsibility of the Vendor.
6. **Arrangements of Exhibits**
  - a. **Cabins** – the Vendor agrees to confine its activities to the exhibit space. Displays must not protrude beyond your assigned area or obstruct the view of the neighbouring booths.
    - i. **Exception:** A 30" x 72" wide fold up banquet table set-up in front of the booth is acceptable
  - b. **Tables** – the Vendor agrees to confine its activities to the exhibit space. Displays must not protrude beyond your assigned area or obstruct the view of the neighbouring booths.
7. **Cabin – Business Name Signage** – to present a uniform look, business name signage will be provided and installed on each cabin by the PDCM Planning Committee.
8. **Character and Conduct** – all displays and promotional literature must be in good taste. The product or service must be presented in a professional manner.
9. **Pricing** – product pricing must be prominently displayed.



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# Vendor Agreement

10. **Care** – It is the Vendor’s responsibility to keep their area clean and orderly throughout the show and to ensure it is ready for opening at the time the show opens each day.
11. **Security**
  - a. **Cabin** – the Vendor must provide a padlock for their designated cabin. There will be 24-hour video surveillance of the vendor cabins. Vendors may choose to leave their belongings overnight. While all precautions will be taken to guard against any loss of equipment or display material, the Market will not assume any responsibility for loss of any kind. The Port Dalhousie Christmas Market is not responsible for lost, stolen or damaged goods.
  - b. **Tables** – The Lock and Main Marketplace will be locked up overnight. Vendors may choose to leave their belongings overnight. While all precautions will be taken to guard against any loss of equipment or display material, the Port Dalhousie Christmas Market will not assume any responsibility for loss of any kind. The Port Dalhousie Christmas Market is not responsible for lost, stolen or damaged goods.
12. **Set Up** – all vendors must set up within the time schedule provided above. As a courtesy to other vendors, please unload as quickly as possible and move your vehicle to the lower parking lot. Vendors will be allowed access to their cabin 2 hours prior to the market opening hours on Saturday and Sunday.
13. **Dismantling and Removal** – all vendors are responsible for removing all good and materials from the booth after the event and leaving the space in a clean and orderly state. No Vendor shall dismantle or remove any part of tits display before the time scheduled as specified: **Sunday, December 9<sup>th</sup>, 5:30pm**. Any material remaining after the cut off time of **December 9<sup>th</sup> at 8:00pm**, may be removed by the PDCM.
14. **Advertising** – the Vendor may use the name and logo of the show to promote its participation. The Vendor also grants the PDCM Planning Committee the right to utilize any artisan display or product photograph for promotional consideration. It is the Vendor’s responsibility to provide product photographs to be used for advertising purposes.
15. **Safety and Fire** – the Vendor will adhere to all local fire and safety regulations.
16. **Health** - Food Vendors must comply with Niagara Region Public Health regulations. Vendors are prohibited from selling food unless you have applied to be a food vendor and have the required Public Health documents.
17. **Liability** – the PDCM shall not under any circumstances whatsoever be liable or responsible for:
  - a. any loss, damage, theft or destruction whatsoever or howsoever caused to any goods, equipment or any other property belonging to the Vendor or for which the Vendor is responsible.
  - b. Any damage or injury suffered by the Vendor, or by any other person.



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## Vendor Agreement

18. **General** – All matters and questions not covered by these Terms and Conditions are subject to the decision or the Port Dalhousie Christmas Market. In addition, the Port Dalhousie Christmas Market shall have full discretion in the interpretation and enforcement of all terms and conditions contained herein and the authority to make such amendments thereto and such further rules and regulations governing the conduct of the participation in the show as it shall consider necessary for the proper presentation of the show. Vendor agrees to abide by all decisions of the Port Dalhousie Christmas Market and further agrees to cease any activity that the Port Dalhousie Christmas Market deems to be a violation of the terms and conditions and to follow the directive of the Port Dalhousie Christmas Market.
19. By completing the Vendor Application Form, and upon receiving a confirmation letter, all vendors participating in the Market grant permission to the Port Dalhousie Christmas Market Planning Committee to use photographs, website information and any promotional material (whether in print or electronic form) without further consideration. Such media may be used by the Port Dalhousie Christmas Market Planning Committee in such mediums as posters, programs, social media, website and in submissions to the local papers for publicity purposes.

*I acknowledge reading, understanding, and agreeing to the terms of this Vendor Application Form. Further, the personal information collected herein will be used only for the purposes for which you have agreed to as part of this application.*

*I understand that the Alley Bar/Port Dalhousie Christmas Market reserves the right to administer and facilitate the vendor application process and to limit the number of vendors in its sole and absolute discretion.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Business Name: \_\_\_\_\_



2018 PORT DALHOUSIE CHRISTMAS MARKET  
**VENDOR CREDIT CARD AUTHORIZATION FORM**

(PAYABLE TO 2497118 ONTARIO LIMITED)

Vendor Name: \_\_\_\_\_

Amount: \_\_\_\_\_

*I authorize the above amount to be put on this credit card.*

Credit Card Type:

VISA

MASTERCARD

AMERICAN EXPRESS

Credit Card #

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Expiry Code

M	M	Y	Y
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Verification Code

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Authorized Card-Holder Signature

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Authorized Name (Please Print)

*Upon processing your payment, we'll contact you by email with a receipt.*

*Thank you!*