

Fireweed Community Market

We're about more than good food!

12 Days of Christmas Fireweed Market Multipurpose Room, KWANLIN DÜN CULTURAL CENTRE 2019 Vendor Information Sheet

Important Dates:

12 Days of Christmas Fireweed Market: Friday, December 12th – Tuesday, December 23rd.

Hours of Operations:

Saturday – Wednesday 10am-7pm
Thursday & Friday 10am-9pm

Registration Opens: Wednesday, August 21st

Registration Closes: Thursday, September 12th

Payment to secure your spot is due: September 27th

Vendor Meeting: to be announced (mid-Nov.)

Booth Set-Up: **Thursday** December 12th 8am-11:45am

Vendor Expenses:

(For more information on expenses, please read the following information in its entirety.)

FCMS Membership: \$15, due upon securing a spot.

Vendor Fee: \$50, due upon securing a spot.

Space Rentals:

6' x 30" \$456*

4' x 30" \$273

3' x 30" \$205

2' x 30" \$132

2' x 14" (bookshelf sized space) \$90 / *only 6 spots.*

Community Market Table \$20

* First time vendors cannot book a 6-foot space.

Commission on Sales: 6% will be calculated by FCMS

Is This Sale for You? General Rules at the 12 Days of Christmas Fireweed Market:

- 1. If requesting a full space of 2, 3, 4 or 6 feet, please ensure that you have the amount of product necessary in order to fill your shelves for the entire 12 days,** before deciding to register for this market. Participation is for the full twelve days. No partial weeks or days are possible. You are expected to participate for the full time.
- 2. Any edible products for sale must be cleared through Yukon Environmental Health - 867-667-8322**
- 3. All products sold at the 12 Days of Christmas Fireweed Market must be Made in Yukon (incl. Atlin)** with at least 50% value added in the Territory. Please note that we are aiming to improve our standards in this department each year. As such, participation last year does not guarantee that your product will meet this year's standards. Refer to "[Rules and Guidelines](#)" on our website. If you aren't sure, please ask.
- 4. The Community Market Table.** In order to include small-scale producers, we provide the option of choosing to participate at our Community Market Table. This table will be a collection of several vendors' products. If you have an amazing product, but not enough to fill a booth for 12 days, we would love to have your work on display at our Community Table. Last year we had 12 vendors

sharing a 12' table and a 4' shelf. Participants on the Community Market Table will be charged a nominal \$20 table fee in addition to the regular vendor membership fees and the 6% commission. Please note that the Fireweed Community Market Society (FCMS) will be solely in charge of arranging the display at the Community Market Table. As such, we request vendors' flexibility with displaying their works at this table.

How it all Works – Notes on your space and market participation:

1. **Vendors must supply their own tables and display units.** Space is very tight – your display **must fit** in the space you have reserved. There are requirements at the venue for wheelchair accessibility so displays cannot exceed display space.
2. **Electrical outlets are available.** The overhead lights will be on, but vendors should have their own accent lighting. Please use LED type lighting and have all lights on a single switch. Please bring your own extension cords.
3. **It is recommended that vendors set up a store-like display.** Shelving and different levels provide a lot more interest than plain a flat tabletop. This is an effective way to use a 4' space and save on table space cost/vendor shifts. Tables must have a covering /skirt. Examples of displays can be found here [Google album](#) or [FB album](#).
4. **It is the vendor's responsibility to make sure that their work is secure from theft.** This can be done by pinning items to your display or displaying expensive items in a hard to reach part of the display. FCMS cannot be held responsible for stolen items. Please ask if you have concerns.
5. **All vendors must complete a minimum number of volunteer shifts (2, 3 or 4)** to ensure our customers can be helped and shoplifting is minimized. Signup sheets for vendor shifts will be circulated once vendor numbers have been confirmed. If you are unable to fulfill your vendor shifts an informed family member or friend can stand in.
6. In the interest of reducing congestion, **vendors cannot staff their booths during opening hours.**
7. **The FCMS will provide cashiers and nightly accounting for this market.** Payment options include Visa, MasterCard, Debit and cash – all available to our customers at a centralized till.
8. **The FCMS covers the liability insurance** necessary for the use of this space. Please note, liability insurance does not cover the contents of the market.
9. **The FCMS will produce advertisements for the 12 Days of Christmas Fireweed Market,** including printed flyers, signboards, and various media promotion.

Participation Costs:

1. **Upon registration, each vendor requests what size space they would like to rent (see top, right hand text box).** PLEASE REMEMBER, we only have a certain amount of space, and often our venue is too small for us to be able to squeeze everyone in. If you can make a beautiful display in a smaller space, we and our waitlist vendors would be very grateful! We recommend that vendors request a two-, three- or four-foot space.
2. **Once registered, each vendor pays a \$50 vendor fee and a \$15 society membership fee.** Up to \$50 of this cost can be offset with volunteer hours, accumulated the year before (12days vendor

shifts do not count for this). *If you have already purchased a 2019 membership you can skip this step. Memberships are valid Jan 1st to Dec 31st.*

3. **We will be charging a 6% commission** on vendor sales made during the market. This will cover venue rental, point of sale charges and cashier and management wages. Commission calculated and deducted from vendor cheques that will be prepared after closing on 'Day 12' of the market.

Registration Process:

Registration forms will be accepted anytime from Wednesday, August 21st to Thursday, September 12th 11:59pm). As with last year, in order to mitigate any problems that came about through the first-come/first-served registration process, we have continued with a vendor selection process. As such, please do not feel as though you must line up at the office in order to be accepted as a vendor at the 12 Days of Christmas. We will be accepting applications for the entire 3 weeks of registration. Once registration has closed, we hope to be able to build a floor plan that can allow for as many vendors as possible. In the event that someone does not meet our requirements, as set out in this document, this will also be the time where we will address those issues. If there are more vendors than we have space, we will meet and decide who best fits our vendor outline. By doing so, we hope that this will be a less stressful process for vendors. We also hope that this will provide the opportunity for us to be a more inclusive event. If we do have a waitlist, we may not include vendors who plan to participate in the [Christmas Boutique](#) (organized by the Yukon Crafts Society).

Registration form:

1. The registration form can be found [online only](#)
2. If you need assistance filling out the online form, you can do one of the following:
 - a. Visit the FCMS Office during office hours
 - b. Visit the FCMS tent at the Thursday outdoor market

All forms of payment can be accepted for the membership fees. Vendors will be invoiced for fees once registration is closed. There is no need to send payments before being invoiced.

Please send supporting documents (such as photos and artist bios) to info@fireweedmarket.ca before the closing date of the registration process. Include "12 Days Application Documents" in the subject line. This is mandatory for first year vendors.

All successful applicants will be notified by September 20th. After this time, we ask that all vendors ensure that they are in possession of a vendor membership and have paid their space rental. **If you have not paid for your *vendor* membership and space by September 27th, your spot may be given to someone on our waitlist.**

If you have any questions about registering for the 12 Days of Christmas Fireweed Market, please contact;

Darren Holcombe or Cascia Krolczyk
Market Management Team
info@fireweedmarket.ca
Cascia (office) 867.333.2255
Darren (home) 867.667.6116

Vendor Checklist:

- Registration Form – due Thurs., Sept. 12th, 11:59 pm (Last Thursday Market).
- Vendor Acceptance Notification email – **sent by FCMS** by Fri., Sept. 20th
- FCMS Vendor Membership (\$50) and FCMS General Membership (\$15) – due Fri., Sept. 27th.
- Vendor Space Rental payment (6 options) – due Fri., Sept. 27th.

Our website also has a 12 Days page with some additional info and more images – check it out [here](#)

