



12 Days of Christmas Fireweed Market Multipurpose Room, KWANLIN DÜN CULTURAL CENTRE 2018 Vendor Information Sheet

Important Dates:

12 Days of Christmas Fireweed Market: Friday, December 7th – Tuesday, December 18th.

Hours of Operations:

Saturday – Wednesday 10am-7pm

Thursday & Friday 10am-9pm

Registration Opens: August 23rd

Registration Closes: September 13th

Payment to secure your spot is due: September 28th

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

Booth Set-Up: Friday December 7th 8am-11:45am

Vendor Expenses:

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

FCMS Membership: \$15, due upon submitting your vendor registration form.

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

Space Rentals:

6' x 30" \$456*

4' x 30" \$273

2' x 30" \$132

2' x 14" (bookshelf sized space) \$90

Community Market Table \$20

Harvest 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, 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 the Canadian Food Inspection Agency - 667-5272, and Yukon Environmental Health 867-667-8391**
- 3. All products sold at the 12 Days of Christmas Fireweed Market must be Made in Yukon** 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 8 vendors

sharing a 12' table. Participants on the Community Market Table will be charged a nominal \$20 table fee in addition to the regular vendor membership fees and 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.

- 5. The Harvest Table.** Works like the Community Table but is restricted to Farm Produce. In its first year we have reserved a 4' space for vendors that are small-scale producers.

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 are encouraged to bring 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 flat tables tops. This is an effective way to use a 4' space and save on table space cost/vendor shifts. Tables must have a covering /skirt.
- 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 absolutely unable to fulfill your vendor shifts an informed family member or friend can stand in.
- 6. In the interest of reducing congestion, we ask that vendors not staff their booths during opening hours.**
- 7. The FCMS will provide cashiers and nightly accounting for this project.** 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. Each potential vendor is required to have a FCMS Membership.** If you have already purchased a 2018 Membership, you can skip this step. For anyone who has not yet purchased their membership, the cost is **\$15**. The form can be found [here](http://www.fireweedmarket.ca) (www.fireweedmarket.ca)
- 2. 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

with a smaller table, we and our waitlist vendors would be very grateful! We recommend that vendors request a two or four foot space.

3. **Once registered, each vendor pays a vendor fee of \$50.** Up to \$50 of this cost can be offset with volunteer hours, accumulated the year before (12days vendor shifts do not count for this).
4. **We will be charging a 6% commission** on vendor sales made during the course of the event. This will cover venue rental, point of sale charges and cashier wages.

Registration Process:

Registration forms will be accepted anytime from Thursday, August 23rd to Thursday, September 13th (7pm). 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. In the event that 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 wait-list, we may not include vendors who plan to participate in the Christmas Boutique (organized by the Yukon Crafts Society).

Please note that you must be a member of the FCMS when you submit your initial application. If you are not currently a member, there is a \$15 cost associated with this. The additional \$50 volunteer/vendor membership will be collected when paying for your table.

Three options for filling in the registration form:

1. Online (our preferred method ☺)
2. Download from our website and drop off completed form at the FCMS office (location and hours posted on our website www.fireweedmarket.ca) or at any Thursday Market.
3. Pick up blank forms at the FCMS office (location and hours posted on our website www.fireweedmarket.ca) or at any Thursday Market.

All forms of payment can be accepted for the membership fees. If you are submitting electronically, please include any supporting documents (such as photos and artist bios) to info@fireweedmarket.ca before the closing date of the registration process. Please include "12 Days Application" in the subject line. E-transfers can also be accepted to this email.

All successful applicants will be notified by September 21st. 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 29th, your spot may be given to someone on our waitlist.

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

Darren Holcombe
12DOC Coordinator
dholcombe@northwestel.net
867.667.6116
867-333-0168

Vendor Checklist:

- FCMS General Membership (\$15) – due Thurs., Sept. 13th, 7 pm (Last Thursday Market).
- Registration Form – due Thurs., Sept. 13th, 7 pm (Last Thursday Market).
- Vendor Acceptance Notification email – **sent by FCMS** by Fri., Sept. 21st
- FCMS Vendor Membership (\$50) – due Fri., Sept. 28th.
- Vendor Space Rental payment (5 options) – due Fri., Sept. 28th.

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