

COLDWATER MILL HERITAGE FOUNDATION (CMHF)
2024 EXHIBITOR'S APPLICATION
8th Annual Christmas Market at the Coldwater Mill

We are very pleased you have shown interest in our Annual Christmas Market at the Coldwater Mill (1833). We are a non-profit, charitable organization dedicated to 'Preserving the Past for the Future' and 'Serving our Community'. Your vendor fees will support the Coldwater Mill and help advertise the event.

GENERAL RULES

1. The Christmas Market will operate **Saturdays, November 16, and November 23**, between the hours of **10:00 am - 3:00 pm**. (NEW DAY AND TIME)
 - 1b) If the event is cancelled by the Coldwater Mill Heritage Foundation (CMHF) due to unforeseen circumstances, you will be refunded the amount remaining on a prorated basis.
 - 1c) If you do not attend your scheduled evenings, you will not be refunded without due cause. Exceptions can be made due to road closures, weather etc.
2. Payment and registration are due by **October 16, 2024**. If you would like to be promoted on the Mill's Facebook pages, you must **send up to five high resolution photos** with your application.
3. The Coldwater Mill does not take responsibility for loss or theft to any of your items, nor do we assume risk or cause of injury.
4. Vendors will display their items in a clean and safe manner. The Mill has eighteen 6 foot tables that are available on a first come first serve basis. On the main floor (unheated space), there is one 40" x 40" table, one 44" x 24" table and one 24" x 48" table that are available for use. On the second floor, there is one 8' table available.
5. All vendors shall exhibit in a professional manner and are encouraged to decorate in a seasonal manner. Please bring a **table cloth that covers to the floor** to hide anything you put under the table.
6. Spaces will be assigned by the Market Manager.
7. All items for sale must be handcrafted, handmade, produced or locally grown within a 100 km radius. *Items for sales must be different than the consignment boutique items. You may be limited to the number of different types of items you may sell.*
8. You are responsible to **set up either Friday, November 15 between 11:00 and 3:00 p.m. or Saturday starting at 8:30am**, and expected to stay until 3:00 on the day of the event. There are three loading areas and we will assign these areas as vendors arrive. Once you have set up, you are encouraged to park on the side streets to allow the customers to use the parking lot.
9. Unless you are an occasional vendor (i.e. one day instead of two), you agree to attend both days of the market, understanding that some days, may be busier than others. Preference will be given to vendors booking **both days** before assigning any occasional spots.
 - If you require electricity, you are responsible to bring your own extension cords and advanced notice must be given as electrical outlets are very limited in the Mill.
 - We encourage you to share our event to your Facebook account once it is posted on the Coldwater Mill Facebook page. Invitations to your customers and friends are a great way to help increase traffic through our Mill.
 - **No live flame candles are permitted.** Please use battery operated candles.
 - **No food products** may be sold unless produced in a commercial kitchen.
 - It is not necessary for you to clear your items at the end of the first day, unless you choose to. The Mill will closed during the week.

PLEASE NOTE:

- The Mill is **NOT heated on the main floor** so you are strongly encouraged to dress warmly. Although the **second floor will be heated**, the indoor temperature is very much dependent upon

the outside temperature and weather conditions. Vendors should be prepared to add an extra layer of clothing if necessary.

Please complete the information below and submit page with your payment. Place an X in box to indicate your date preference and fees (based on a heated or un-heated space):

Dates: [] Nov 16, [] Nov 23 ; OR, [] BOTH SATURDAYS

[] Unheated space (6' tables only): \$50 per 2 days or \$35 per one day
INDOORS OR OUTDOORS (Circle your choice)

[] Heated space (6' – 8'): \$100 per 2 days OR \$65 per one day

[] 6 ft. Table; or, Unheated space: 40" x 40" table or, 44" x 24" table or 24" x 48" or 8 ft. table (circle your choice)

NAME: _____

BUSINESS NAME: _____

ADDRESS including postal code:

EMAIL: _____

HOME PHONE: () _____ **CELL:** () _____

Please describe the types of products you produce and wish to sell:

1. _____

2. _____

3. _____

4. _____

5. _____

[] I hereby agree to all vendor rules. Date: _____

Print Name _____ Signature _____

Payment is due by October 16, 2024 by e-transfer to
coldwaterheritagemill@gmail.com.

Please **email** the completed application, **5 photos**, and signed Release of Liability to boutique@coldwatermill.com or kathleenrogers60@gmail.com by October 16.

**COLDWATER MILL HERITAGE FOUNDATION
1 MILL STREET, P.O. BOX 747
COLDWATER, ONTARIO
L0K 1E0**

Release of Liability

This agreement releases the Coldwater Mill Heritage Foundation (CMHF) and its Directors from all liability relating to injuries, illness or for any other reason while holding a private event or being involved in any Coldwater Mill activities or events.

By signing this agreement, I agree to hold the CMHF entirely free from any liability, including financial responsibility for any reason even if caused by negligence.

I fully understand and agree to the above terms.

Activity (Vendor, Private Event etc.): Christmas Market

Date or Timeframe: November 2024

Name (Print): _____

Signature: _____ Date: _____

Check here if applicable: [] I am interested in learning more about becoming a consignment artist for 2025 in the Mill Boutique.