



ORANGEVILLE CITIZEN HOLLY FEST

A HOLIDAY ARTISAN
SHOPPING EXPERIENCE

HollyFest Vendor Application Form:

Welcome to our vendor application for the first annual Orangeville Citizen HollyFest. We are excited to learn more about your business.

Be Part Of The Magic:

We're decking the halls and inviting YOU to be part of a magical holiday shopping experience. We're looking for one-of-a-kind exhibitors to be part of the Orangeville Citizen's first ever Christmas show – HollyFest!

Dates & Locations To Know:

Saturday, November 22 and Sunday, November 23, 2025

Saturday 9am to 4pm; Sunday 10am to 3pm

Indoor at the Orangeville Fairgrounds, 247090 Side Rd 5, Mono, ON L9W6K5

Vendor Applications Are Open:

Please complete the application in full to be considered. If not applicable, please put N/A. We aim to curate a unique and inviting market for our guests. Exhibitor selection is not on a first-come, first-served basis; however, preference will be given to hand-made items. We will do our best to limit product duplications, in order to provide a successful and enjoyable event for all exhibitors and guests.

Benefits Of Being A HollyFest Vendor:

Advertising: We will be providing an extensive marketing campaign to promote the event which will include:

- Four weeks of promotion prior to the show within our network of newspapers (Orangeville Citizen, Caledon Citizen, Shelburne Free Press, Dundalk Herald, New Tecumseth Times, Wellington Advertiser). 32,000 combined homes each week.
- FREE business card sized advertisement in the November 20 Orangeville Citizen special HollyFest preview section which will include floor map and vendor list.
- Promotion of the event in the winter edition of Our Routes magazine – a high-end lifestyle magazine published by the Orangeville Citizen
- Extensive social media campaign, radio promotion and billboard signage.
- Signage throughout the area the day of the show.

Special Note: The Orangeville Fairgrounds will be fully decorated for the event including drapery for each booth, and carpeting throughout the venue. The building will be filled with holiday music, adorned with Christmas decorations and Santa Claus has agreed to be there too!

** Indicates required question*

Business Name:*

Email:*

First and Last Name:*

Phone Number:*

Mailing Address:*

Your website (if applicable):

Social Media Links:

What products/services do you sell? Please be specific on all the items you plan to bring to the show, so we can limit overlap as best as possible.



Tell us about what makes your business unique.

Please include a minimum of 2 images of your product(s) and/or booth setup with your vendor application.

Booth Size

Single Booth (10'x8'): \$350

Double Booth (10'x8' x2): \$600

Premium Corner Booth: Additional \$100

Is there anything we should know or any special requests? (ex. wall space, corner, placed near someone, etc) We cannot guarantee any requests, but do our best to accommodate all.

Table and Chair Rental

I would like to be supplied with 8-foot table

NONE: I will supply my own

Note: The exhibitor understands that this event is held indoors. They responsible for supplying their own table, chairs, linens, decor, etc. (unless renting). Table linens are required and must be floor length.

Hydro Access:

Hydro access is not guaranteed to all exhibitors due to limited availability. (\$10 FEE)

I definitely require hydro to operate my booth

NONE: I do not require hydro

Food Vendors Only

In accordance with local and provincial guidelines, all vendors selling food and beverages must have a certified kitchen inspection report. I declare that I have the necessary requirements to sell to the public in Dufferin County.

I do

I don't

N/A - I am not a food vendor

Terms + Conditions:

To participate in this market, I agree to the following terms and conditions:

1. RENTAL SPACE

- a) Show Management will allot the rental space in accordance with the preferences of the exhibitor but reserves all rights to the final allocation of the rental space and the right to make reasonable shifts of booth locations.
- b) Booth displays are to be themed to the holiday season and a professional presentation is required. All booth decorations must be flameproof and all hangings must clear the floor. No displays shall interfere with the use of other displays or impede access or the free use of the aisles.
- c) Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors, walls or other components not belonging to the Exhibitor is strictly prohibited.
- d) The exhibitor shall not assign any rights or sublet space under this Exhibit Space Application/Contract without the prior written permission of the Show Management, which permission may be arbitrarily withheld.
- e) The show management reserves the right in its sole and unfettered discretion to: (i) determine the eligibility of Exhibitors and exhibits for the show, (ii) reject or prohibit exhibits or Exhibitors which it considers objectionable, inappropriate, disruptive or offensive to the Show Management, other Exhibitors or Show attendees; (iii) change or modify the layout of the Show and/or relocate exhibits or Exhibitors, (iv) cancel in whole or in part the Show due to any reason or event beyond the control of the Show Management, or (v) change the date, location and duration of the Show, without any liability to the Show Management.

2. EXHIBITOR COVENANTS

- a) The Exhibitor agrees to abide by all by-laws, laws, rules, regulations and ordinances of the municipality, police and fire departments, Ministry of Labour and of all other government or regulatory body having authority with respect to the facility and the show and with respect to environmental and public health and safety and the Ontario Health & Safety Act.
- b) The exhibitor agrees to abide by all rules and regulations governing the Show and as further established by the Show Management from time to time, the Show Management having the right to establish and amend or modify any regulations governing use of the facility and the Show.
- c) The exhibitor agrees that their display must be within my measured booth space and cannot protrude into a neighbour's space, or walk-way.
- d) The exhibitor agrees to sell their product at retail rates, wholesale pricing is not permitted.
- e) The exhibitor agrees to observe all union contracts and labour relations agreements in force with respect to contractors providing services to the facility and the show and with respect to companies operating in the facility.

f) The exhibitor agrees to obtain, at its own expense, any licenses or permits which are required, including without limiting the generality of the foregoing, from government bodies, trade or industry associations and any other parties, for the operation of its trade or business during the show and to pay all taxes that may be levied against it as a result of such operation.

g) The exhibitor agrees not to conduct or be associated with any promotional contest held at or in connection with the show unless the Exhibitor i) satisfies the Show Management that the contest is being operated in accordance with applicable law, and ii) receives the prior written consent of the Show Management.

h) The Exhibitor agrees not to use sound and video productions unless approved by the Show Management and kept to a reasonable level and not interfere with other exhibitors.

3. PAYMENT, CANCELLATION AND TERMINATION

a) I understand that the cost of this market must be paid within 72 hours of acceptance by e-transfer. Payment by credit card is available by request.

b) Should I the exhibitor not be able to attend, I must provide a minimum of 4 weeks' notice (October 25) to receive a full refund, less a \$15 administration fee. Cancellations providing less than 4 weeks' notice will be refunded at 50 percent of the market price. Cancellations made less than 2 weeks prior to the event (November 8), will be non-refundable.

c) If the exhibitor violates or breaches any other terms and conditions herein it shall be a default of the entire contract entitling the show management to immediately and without notice revoke all privileges of the exhibitor, occupy the rental space, use it in any manner it deems appropriate, including but not limited to re-renting it, and the exhibitor shall not be entitled to any offset or mitigation of the amount paid or payable hereunder, and the show management may make any claim against the exhibitor for damages or the enforcement of any amounts owing. All amounts paid or payable by the exhibitor shall be deemed earned and all deposits received shall be non-refundable and non-transferable.

d) In the event the facility in which the show is to be held is destroyed or becomes unavailable for occupancy, or if for any reason the show management is unable to permit the exhibitor to occupy the facility or the rental space, or if the show is cancelled or curtailed, for any reason beyond the control of the show management, the Orangeville Citizen and sponsors will not be responsible for any loss of business, loss of profits, damage or expense of whatever nature that the Exhibitor may suffer.

4. INSTALLATION, OPERATION & REMOVAL OF EXHIBITS

a) Every exhibit must be fully installed, staffed and operational upon opening of the show to the public and throughout the show hours. Solicitation in the aisles is prohibited.

b) No display shall be dismantled or partially dismantled during the term of the show, except as required by the show management, but will remain intact until the end of

the final closing hour on the last show day unless given direct approval by show management.

c) The exhibitor shall occupy the rental space during show hours to sell, promote or advertise only the services and products described in this exhibit space application/contract.

d) The exhibitor shall remove his exhibit equipment and materials (including fluids) from the show building by the final move-out day/time as advised by the show management, and in the event of a failure to do so or failure to return the rental space to the same condition as at move-in date, the exhibitor will be responsible to pay for such additional costs as may be incurred. Such removal of materials will be at the sole risk of the exhibitor and in full compliance with all environmental and public health and safety requirements.

e) The exhibitor will be liable for any damage caused to building floors, walls or columns or to any standard booth equipment or to another exhibitor's booth or property caused by the installation, use or removal by the exhibitor or anyone acting on the exhibitor's behalf.

5. LIABILITY AND INSURANCE

a) I understand that the Orangeville Citizen will be obtaining event insurance and overnight security, however they are not responsible for any loss or damage to my product or display. Should I wish to insure my booth and its contents, I am responsible for obtaining my own insurance. I understand that if I do not obtain my own liability insurance, I assume all liability for any and all occurrences that happen within my booth or with my product, on the day of the market.

b) All property of the exhibitor shall be deemed to remain under the exhibitor's custody and control in transit to or from or within or outside the facility. Neither the Orangeville Citizen, the show management nor the facility will be liable for loss for damage, through any cause, of equipment, products, goods, exhibits or other materials owned, rented or leased by the exhibitor.

6. INDEMNIFICATION

The exhibitor agrees to indemnify and hold harmless the

Orangeville Citizen and the show management, show sponsors and facility, their respective officers, directors, agents, representatives and employees, against all claims, losses, liability, damages (including legal fees and expenses), costs and charges of every kind resulting from i) the exhibitor's occupancy of the rental space and/or its environs, ii) the use of equipment or devices furnished to or used by the exhibitor or other persons in connection with the show, and iii) personal injuries, death, property damages or any other damage sustained by the exhibitor, the Orangeville Citizen, the show management, the facility, show sponsors or a visitor to the show, and their respective directors, officers, agents, representatives and employees or those for whom the exhibitor is responsible at law.

7. CONDUCT

a) The exhibitor will abide by treating all guests, vendors, staff, hosts and venue with the upmost respect leading up to and during this event.

b) Any misconduct towards event staff, venue staff or fellow vendors before, during or after the event will result in forfeiting your spot automatically, and will not be permitted to participate in future events.

8. PROMOTION

a) Orangeville Citizen will make every effort to promote the show to their full capacity, however they are not responsible for the number of guests who attend and/or my sales.

b) Promotional material will be made available to all exhibitors for sharing on social media, etc. The exhibitor can use this material to promote the event and will only promote in a positive manner.

9. PRIVACY PROTECTION

The exhibitor and the show management shall each abide by the principles set out in the National Standards of Canada relating to the protection of personal information and will not use or disclose any personal information.

I Agree

By signing your name, you acknowledge and agree to all the above terms.

*PLEASE TYPE FULL NAME**

Your answer

Thank you for taking the time to fill out our application for the Orangeville Citizen's HollyFest!
We look forward to reviewing your application.

NOTICE: Please note that HollyFest - hosted by the Orangeville Citizen - are the only organizers of this event. You will receive communication through shows@lpcmedia.ca and only this email.