



Stouffville Holiday Market Vendor Application 2023

Friday, November 24, 5-9pm | Saturday, November 25, 12-9pm
Outdoor Vendor Spaces ONLY

Name		Name listed in layout	
Mailing Address			
Phone		E-mail	
Website		How did you hear about the event?	
Product Description/Listing. Please be specific and feel free to attach images of your work along with your submitted application (or include a website listing above if applicable). Please list ALL items/item types you intend to bring.			
BUILD YOUR VENDOR FEE - all fees include taxes and hydro (15 amp) and are for <u>all days of the event</u> BASE FEE: \$105.00 + HST = \$118.65			
Proof of Insurance You may provide your copy of proof of Insurance, or you can purchase through the Town. Cost includes applicable taxes and covers all days of the event.	Select one of the following: Providing Own COI: \$0.00 Purchase COI for non-food products: \$59.40 Purchase COI for food products: \$114.05		
Total Number of Booths Requested:	Total Vendor Fee (\$118.65 including HST + Insurance Rate):		
Please indicate if you would like a table and/or chair to be provided at your booth	1 6' Table: YES NO	1 Chair: YES NO	
Are you interested in participating with the following booth types:	Market Hut: YES NO	10 x 10 Space with your provided tent (if no market huts are available): YES NO	

Stouffville Holiday Market

Vendor Application 2023

E-mail the below items with this application form to sarah.farrant@townofws.ca

- 1) Vendor Application Form
- 2) Completed Credit Card Authorization Form (including full amount as listed in rate chart). This will only be charged upon acceptance to the event.
- 3) York Region Public Health Vendor Form (if selling any food or beverage products; including pre-packaged)

All applications will be reviewed by the Town. **Upon acceptance, you will receive a contract.**

The contract must be signed and returned; at which time your credit card will be charged.

All paperwork and payment must be provided to secure your spot.

The contract will contain additional information including set-up times.

Important details to note:

- Rates are for all days of the Market – vendors must commit to 2 days.
- Proof of Insurance must be provided or purchased from the Town.
- **All Exhibit spaces are outdoors.** Each booth includes the option for one 6' rectangular table and one chair (at no additional cost). Please indicate on the application if you would like to take advantage of this.
- Outdoor booths are approx. 10'x10' and include 15A power. **A market hut or open space for a 10x10 tent will be provided to vendors during their participation. These spots will be given on a first come first serve basis.**
- Vendors may request more than one exhibit space which will be approved/declined as space permits; however, no exhibit space can be shared.
- A submitted application does not guarantee participation. Once applications are received, they will be reviewed, and the vendor will be contacted regarding application status. Accepted vendors will receive a contract for signing upon acceptance.
- There is NO EXCLUSIVITY guaranteed in the Market. Our best efforts will be made to distance similar products from each other, but this is not guaranteed and is at the discretion of event organizers.
- Most vendor booths will be in Memorial Park. There will be approx. 5 booths located in Civic Square in front of the entrance to 19 on the Park.
- Accepted vendors to the Market will obtain a vendor layout prior to the event. You can provide your preference of location at that time. No locations are guaranteed but we'll do our best to take your preferences into consideration.

Please note the following insurance requirements:

On execution of a contract, the Vendor shall provide a Certificate of Insurance for \$2 million Commercial General Liability coverage (including public liability, bodily liability, food products liability and property damage) per occurrence and in the general aggregate, \$2 million Non-Owned Auto, \$2 million Employer's Liability, and \$2 million Vendor's Auto with the "The Corporation of the Town of Whitchurch-Stouffville" listed as an "additional insured".

Signed _____

Date _____