

2019 CHRISTMAS MARKET – APPLICATION FORM

APPLICATION DEADLINE: April 26th, 2019

Contact Information

****Indicates required field***

Company Name*	
Name of Applicant*	
Mailing Address*	
Telephone Number (business)*	
Telephone Number (cell/home)	
Email Address*	
Website	

Customer service is offered in which language(s)?

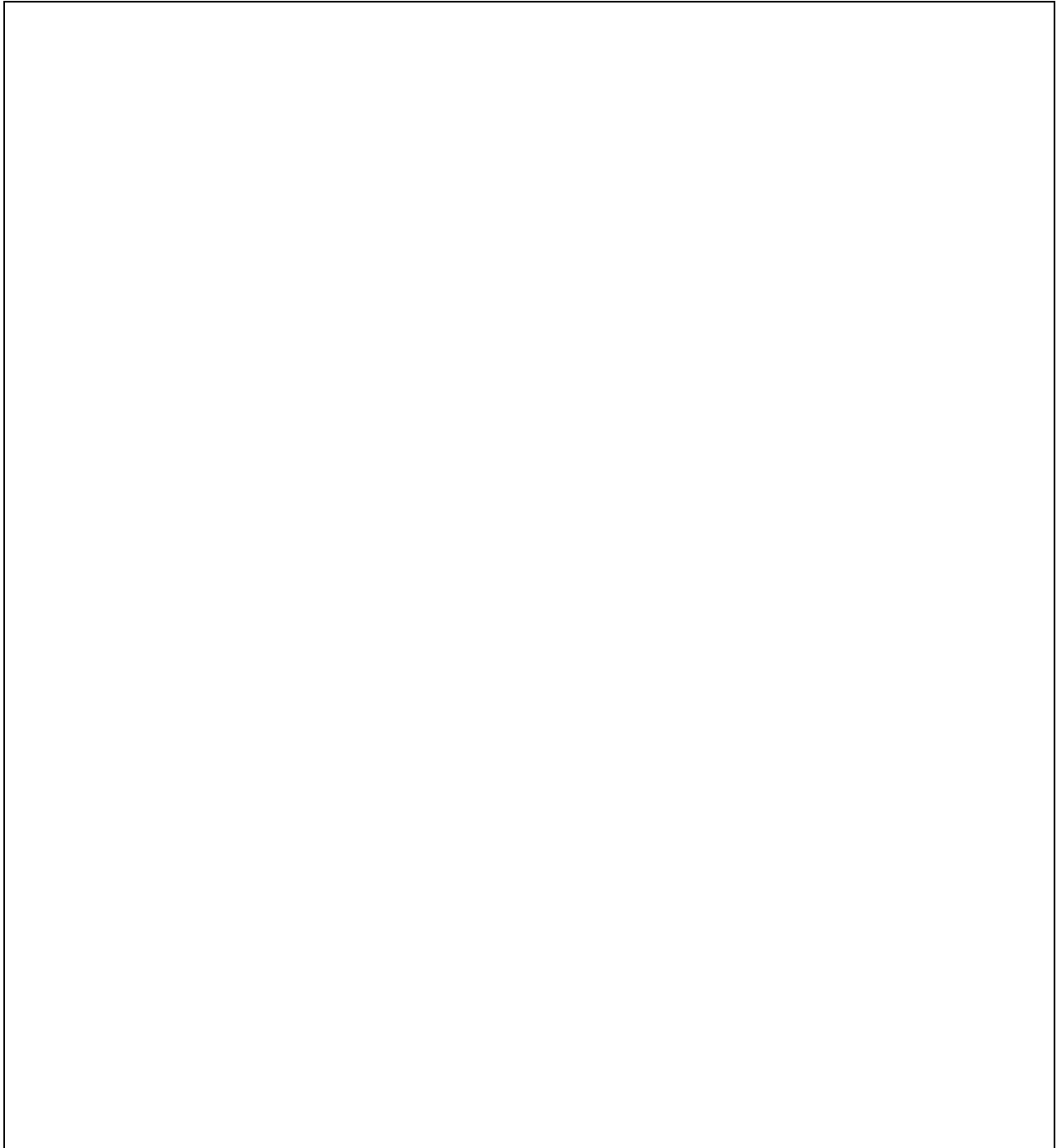
- French**
- English**
- Both**

Product Description*

Please describe the products you wish to sell. Applications will not be considered unless accompanied by a detailed description.

If pictures of your products are available online, please include in the space below a hyperlink to a page where the pictures can be viewed.

Example: Types of products, materials, ingredients, manufacturing techniques, etc.

A large, empty rectangular box with a thin black border, intended for the applicant to provide detailed product information and hyperlinks to product images.

Product Information*

How are your products made?*	Handmade in Canada Handmade abroad Manufactured in Canada Manufactured abroad	
Customer profile*	Men Women public	Children General
Price Range*	Lowest price: _____ Highest price: _____	

Artisans (Complete if applicable)

Product Categories Please select as many categories as apply.	Children's toys Soaps and cosmetics Clothing / Accessories Glass items Home Décor Jewellery Pottery / Ceramics Christmas decorations	Stationery Textiles Toiletries Woodcraft Other (please specify): <hr/>
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Food and Drink Producers (Complete if applicable)

Product Categories Please select as many categories as apply.	Bread Other Baked Goods Cheese Candy / Chocolates Jams / Jellies / Sauces	Meats Wine / Cider / Beer Coffee / Tea Other (specify): <hr/>
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Tasting offered on-site?	Yes	No
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Furniture and Electrical Requirements

Booth Category

Section A (Food and Drink Producers)

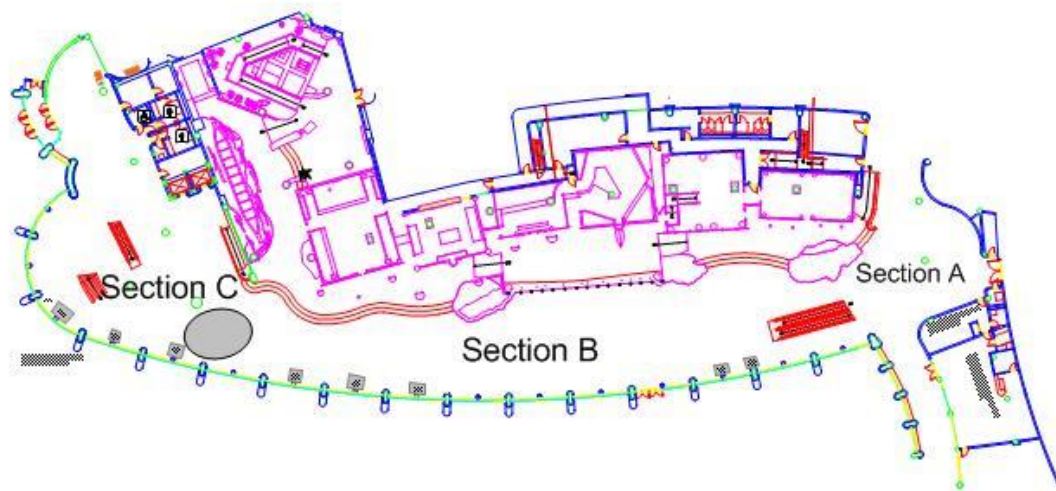
Space measuring 8 feet wide by 6 feet deep

Section B (Artisans, no food/drink or tasting allowed)

Space measuring 8 feet wide by 6 feet deep

Section C (Food and Drink Producers)

Space measuring 10 feet wide by 6 feet deep



All standing structures must be no higher than 7 feet tall. Vendors who do not respect this rule will be required to remove their structures.

For each space, the Museum will provide:

- 1 table measuring 6 by 2.5 feet, with tablecloth
- 2 chairs
- 1 x 15-amp electrical outlet (if required only)
- 1 sign with the vendor's company name

Furniture

Vendors may also use their own furniture, such as shelving, a freezer or an additional table, to complete their display. This will be permitted as long as the furniture or equipment fits within the allotted space and there must be an opening allowing the vendor to enter and exit the booths.

For each space, the Museum will provide a 6 x 2.5 feet table

Please fill the below table.

<p>Other Furniture and Equipment</p> <p>Please specify, if applicable, the types and dimensions of any additional furniture or equipment you plan to use in your space.</p>	
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Electrical Requirements

Electrical supply will be limited to 15 amps (or 1500 watts) per vendor. All vendors must specify, using the table below, the type, dimensions and energy consumption of the electrical appliances they plan to use.

Electrical Requirements*	<p>Yes, we need an outlet.</p> <p>No, we do not need electricity.</p>		
If applicable, list all electrical appliances (including computers, lighting, etc) and their specifications.	Type of Appliance	Dimensions	Consumption in Amps or Watts

2019 Christmas Market Schedule

Thursday, November 28th, from 11:00 a.m. to 8:00 p.m.

Friday, November 29th, from 11:00 a.m. to 8:00 p.m.

Saturday, November 30th, from 9:30 a.m. to 5:00 p.m.

Sunday, December 1st, from 9:30 a.m. to 5:00 p.m.

If you are selected to be a vendor at the Christmas Market, you agree to respect the schedule determined by the Museum.

Fees

¹ All fees are subject to QST (9.975%) and GST (5%).

Please select an option*:

- Section A (Food and Drink Producers) \$574.88 (\$500 + taxes)
- Section B (Artisans) \$689.85 (\$600 + taxes)
- Section C (Food and Drink Producers) \$862.31 (\$750 + taxes)

Successful applicants will be sent a confirmation of their participation and payment information by June 10th, 2019. Your payment must be received no later than June 21st, 2019 to secure your participation in the 2019 Christmas Market. Cheques dated after June 21st, 2019 will not be accepted.

I have read and understand the **Vendor Guidelines – Christmas Market 2019.**

I have read and understand the **Christmas Market Code of Conduct.**

Please complete this Application Form and return it to us in one of the following ways:

Via email:

Marche_Market@historymuseum.ca

OR

By mail:

**2019 Christmas Market
100, Laurier Street
Gatineau, QC K1A 0M8**

For inquiries, please send an email to **Marche_Market@historymuseum.ca** or call **819-776-7023.**

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