

## VENDOR GUIDELINES FOR THE CANADIAN MUSEUM OF HISTORY'S 2019 CHRISTMAS MARKET

This document provides essential information for those people applying for a space at the Canadian Museum of History's 2019 Christmas Market. The Market will be held in the Grand Hall on Level 1 enhancing vendor visibility with visitors.

The application form must be received no later than April 26<sup>th</sup>, 2019. Successful applicants will be sent a confirmation of their participation as well as payment information by June 10<sup>th</sup>, 2019. We ask that you send us your payment by June 21<sup>st</sup>, 2019, in order to reserve your spot.

### SELECTION CRITERIA

The quality and variety of products offered at the Market are important factors in the event, as they contribute to creating the desired ambiance.

**Local Vendors** – Vendors from the National Capital Region (Quebec and Ontario) will be given priority over other retailers.

**Artisanal Products** – All products must be handmade and all food must be homemade.  
**\*The Museum reserves the right to ask vendors to remove any mass-produced or manufactured products from their booths.**

**Variety** – The Museum hopes to ensure the widest possible variety of products at its Market.

\*The number of vendor per category will therefore be limited.

**Customer Profile** – The Museum hopes to feature a variety of products that will appeal to the tastes and meet the expectations of our diverse clientele. It is also preferable to offer bilingual service (in French and in English).

**Price Range** – The Museum is seeking products in a wide range of prices to accommodate all budgets.

**Photographs of Products** – To help organizers of the Market in evaluating vendor’s applications, it is strongly recommended that you include photographs of your products or hyperlinks to web pages where your products can be viewed. Materials sent by mail will not be returned.

## **2019 Schedule**

The schedule for the 2019 Christmas Market is as follows:

Setup: Wednesday, November 27<sup>th</sup>, 2019 (hours to be determined)

Thursday, November 28<sup>th</sup>, 2019, from 11:00 a.m. to 8:00 p.m.

Friday, November 29<sup>th</sup>, 2019, from 11:00 a.m. to 8:00 p.m.

Saturday, November 30<sup>th</sup>, 2019, from 9:30 a.m. to 5:00 p.m.

Sunday, December 1<sup>st</sup>, 2019, from 9:30 a.m. to 5:00 p.m.

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

## **SETUP AND AMBIANCE**

### **Space Reserved for Each Vendor**

The Museum will allocate the booths based on energy requirements while ensuring a wide range of products. It is not possible to reserve a specific space. Each space will be randomly distributed, all under the supervision of a third party. The delivery schedule and instructions for accessing the loading docks will be sent to you in the week before the event. Your booth will be assigned on site during the setup.

## Booth Category

### Section A (Food and Drink Producers)

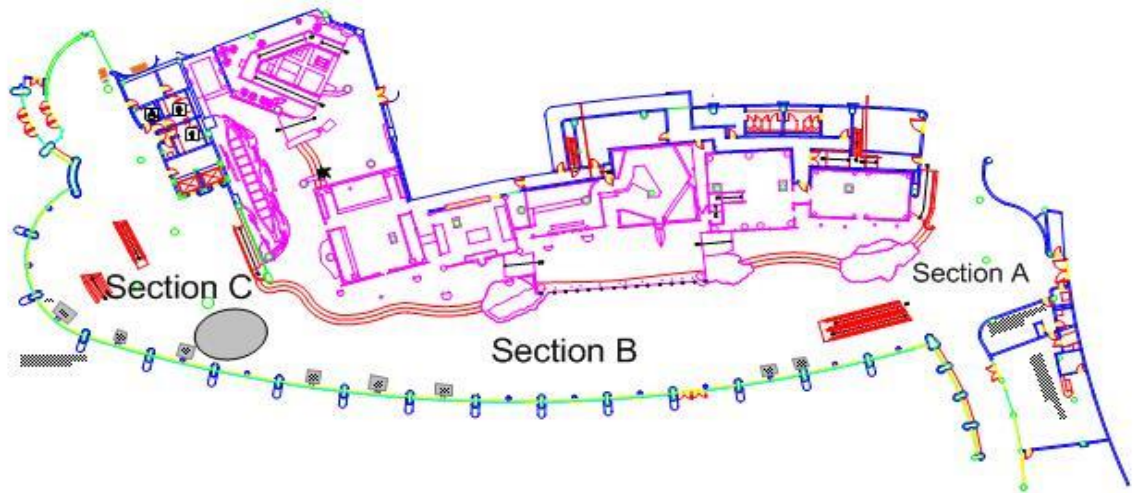
Space measuring 8 feet wide by 6 feet deep

### Sections 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



For each space, the Museum will provide:

- 1 table measuring 6 feet by 2.5 feet, with tablecloth (based on requirements specified in application form)
- 2 chairs
- 1 15-amp electrical outlet (if required only, based on requirements specified in application form)
- 1 sign identifying the vendor

### **Additional Furniture**

Vendors may also use their own furniture, such as shelving, a freezer or an additional table, to complete their product display. This will be permitted as long as the additional items fit within the allocated space and there is an opening allowing vendor to enter and exit their booths. Any overlap onto neighbouring spaces will not be tolerated.

To ensure the visual harmony of the Market:

- No pipe-and-drape or other types of decorative backdrop will be permitted.
- The maximum allowable height for additional furniture will be 7 feet. Any non-compliant items will not be permitted. **The Museum reserves the right to demand that non-compliant structures be dismantled.**

### **Electrical Requirements**

Electrical supply is set at 15 amps (or 1,500 watts) per booth (based on the requirements specified in application form), with the option of adding a second 15-amp outlet (with justification only).

All vendors must specify the type, dimensions and energy consumption of the electrical appliances they plan to use.

Please note that unforeseen requests for electricity may be denied for safety reasons.

### **Presentation of Booth**

Vendors will be responsible for the appearance of their tables and must ensure that their products are presented in a safe and harmonious manner.

### **Setup**

A delivery schedule and instructions for accessing the loading docks will be provided to vendors a few days before the event.

### **Museum Conservation Guidelines**

Because the Grand Hall is a permanent exhibition area, it is important to observe the following guidelines:

### Decorations, Flowers and Open Flames

- All wooden elements of decoration must be made up of kiln-dried wood materials or processed wood (plywood, particle board, MDF) to prevent the spread of wood-boring insects.
- If necessary, wooden decorations and items must be treated against parasites (fumigation). This includes items such as dried flowers, logs, dried vegetation, rough timber and stumps.
- Cut flowers and potted plants from a professional florist can be part of your decorations for the event.
- All elements of decoration must be constructed, cut and painted before arrival at the Museum.
- It is not permitted to affix any items to any Museum structure including, but not limited to, the walls, ceilings, or columns. All materials must be hung on self-standing structures only.

### Food Services

- All types of cooking (boiling, frying or stir-frying) are prohibited in the Museum's exhibition areas and halls and public areas because these activities create steam, grease and other particles that are released into the air and can damage the numerous artifacts that are out in the open.
- Electric serving trays and Sterno-type food warmers are permitted.

## PARTICIPATION FEES AND PAYMENT

### Participation Fees

Vendors who wish to have a booth at the Museum must commit to being present for the entire duration of the event.

Fees		
	Options	Price
November 28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> and December 1 <sup>st</sup> , 2019	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)

### Payment

Successful applicants will be sent confirmation of their participation and payment information by June 10<sup>th</sup>, 2019. To secure your participation, your payment must be

received no later than June 21<sup>st</sup>, 2019. Cheques dated after June 21<sup>st</sup>, 2019, will not be accepted.

### **Cancellation**

If you must cancel your participation in the Christmas Market, the Museum reserves the right to retain 50% of the amount paid. Should you cancel your participation after the date of November 1<sup>st</sup>, 2019; the entire cost will be retained.

For more information, please contact us by email at [Marche\\_Market@historymuseum.ca](mailto:Marche_Market@historymuseum.ca) or by phone at 819-776-7023.