

VENDOR GUIDELINES FOR THE CANADIAN MUSEUM OF HISTORY'S 2026 CHRISTMAS MARKET

This document provides essential information for vendors applying for a space at the Canadian Museum of History's 2026 Christmas Market. The Market will be held in the Grand Hall, the Haida Gwaii Salon, the W. E. Taylor Salon and in the Panorama Café, enhancing vendor visibility with visitors.

The application form must be received no later than May 18, 2026. Successful applicants will be sent confirmation of their participation, as well as payment information, by July 15, 2026. We kindly ask that you send us your payment by August 12, 2026, in order to reserve your spot.

NEW FOR 2026: DEDICATED FOOD MARKET

This year, all ready-to-eat food vendors will be featured together in a dedicated and beautifully decorated space in the Museum's Panorama Café.

Based on visitor feedback and our commitment to enhancing the overall Christmas Market experience, creating a curated culinary destination within the Museum will provide a warm and inviting hub where visitors can pause, gather, enjoy seasonal flavours, and spend more time discovering your offerings.

Bringing our culinary artisans together creates a clear food destination within the Christmas Market, strengthens visibility, and encourages visitors to stay longer.

As we launch this new space, participating vendors will benefit from a preferred introductory rate of \$650 for 2026.

Seating areas with festive décor will be provided, along with additional directional signage throughout the Christmas Market to guide visitors to the space.

SELECTION METHOD

The choice of vendors will be made by a jury composed of five (5) museum employees in the fields of Retail, Indigenous Relations, Public Affairs, and Commercial Operations.

SELECTION CRITERIA

The quality, originality and diversity of the products offered at the Christmas Market are essential elements to ensure success of the event.

Local Vendors — The market aims to showcase the know-how of local artisans and artists. Priority is given to exhibitors who create their products in the National Capital Region, within 150 km of the Museum. Please note that the Museum will accept a limited number of vendors from outside the National Capital Region. Vendors are responsible for transport, travelling and accommodation costs.

Artisanal Products — All products must be handmade, and all food must be homemade. The vendor must be the creator of all products that will be sold at the booth. These products must be made in the National Capital region by the vendor or under their supervision.

Arts and Crafts by Indigenous Artists — Métis, First Nations, and Inuit artists and products are welcomed and encouraged. The vendor must be the creator of all the products that will be sold at the booth. These products must be made in the National Capital region by the vendor or under their supervision.

Variety — The Museum hopes to ensure the widest possible variety of products at its Market. The number of vendors per category will therefore be limited.

Customer Profile — The Museum hopes to feature a variety of products that will appeal to the tastes of our diverse clientele and meet their expectations.

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

Bilingualism — As a Crown Corporation, the Museum must comply with the law on official languages. **Vendors must therefore offer customer service in both French and English at all times during the duration of the Market.** Any signage at the booth must also be presented in both official languages. The products, on the other hand, can be made available in only one language (text on the products and packaging).

Photographs of Products — To help the jury assess the participants' applications, please include a minimum of five (5) photos, no more than eight (8), of different products including at least one (1) photo of your complete booth (demonstrating your products and **bilingual** display). **Accepted formats are jpg, png, pdf and tiff and the maximum size per file is 5MB.**

EVALUATION CRITERIA

Please note that participation in last year's Christmas Market does not guarantee a spot in this year's event. Each application will be carefully reviewed by a jury, which will assess applications based on the criteria outlined below. To maximize your chances of selection, ensure your application form is complete and includes all required information.

Biography (10%)

- Determines whether the vendor is a small business rather than a franchise or large company.
- Preference is given to independent artisans and small businesses.

Originality of Products (25%)

- Assesses how unique and different the products are.
- If the product is common, is it designed or made in an original way?

Authenticity in Handmade Products (25%)

- Evaluates whether the product is handmade by the artisan, with minimal manufactured components.
- Products should be created by the vendor, not purchased for resale.

Quality of Products (20%)

- Evaluating the overall quality of the products.
- Assessing the quality of materials or ingredients used.

Variety of Products (10%)

- Reviews whether the vendor offers a diverse selection of products to appeal to different buyers.
- Assesses the range and uniqueness of the vendor's product line.

Price Range (10%)

- Ensures a range of prices to accommodate various budgets.
- Determines whether the pricing structure appeals to a broad audience.

2026 SCHEDULE

The schedule for the 2026 Christmas Market is as follows:

Thursday, November 26, from 11 a.m. to 8 p.m.

Friday, November 27, from 11 a.m. to 8 p.m.

Saturday, November 28, from **9 a.m. to 5 p.m.**

Sunday, November 29, from 9 a.m. to 5 p.m.

Set-up will take place on Wednesday, November 25, 2026 (hours to be determined).

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

SET-UP AND AMBIANCE

Space Reserved for Each Vendor

The Museum will assign the booths, at its discretion, based on energy requirements and product categories, while ensuring product variety. The delivery schedule and instructions for accessing the loading docks will be sent to you one week prior to the event. Your booth will be assigned on site at the time of setup.

Booth Sizes

- Space measuring 8 feet (2.4 metres) wide by 6 feet (1.8 metres) deep (available to all vendor types, including food and beverage).
- Space measuring 8 feet (2.4 metres) wide by 6 feet (1.8 metres) deep (**NEW** – located in the Panorama Café, exclusive to vendors who prepare food on site for immediate consumption)
- Space measuring 10 feet (3.0 metres) wide by 6 feet (1.8 metres) deep (For vendors selling take-home packaged food and beverage products only. This option excludes vendors who prepare food on-site for immediate consumption.)

For each space, the Museum will provide:

- One table measuring 6 feet (1.8 metres) by 2.5 feet (0.76 metres), with a tablecloth
- Two chairs
- One 15-amp electrical outlet (only if required, based on requirements specified in application form)
- One 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 the vendor to enter and exit the booth. Any overlap onto neighbouring spaces will not be tolerated.

To ensure the visual harmony of the Market:

- The maximum allowable height for additional furniture will be 8 feet (2.4 metres). 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 the 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.

Set-up

A delivery schedule and instructions for accessing the loading docks will be provided to vendors one week prior to the event.

Vendors understand that only a limited number of trolleys will be available at the docks for the set-up/teardown process. Trolleys for set-up/teardown will not be provided to vendors arriving via the parking. It is recommended that vendors bring their own trolleys to facilitate this process.

PARKING

In order to provide as much space as possible to the Market customers, vendors are encouraged not to park in the Museum parking lot. Further information related to parking options will be shared with vendors at a later date.

MUSEUM CONSERVATION GUIDELINES

The Grand Hall is a permanent exhibition area that displays significant cultural material and artifacts from Indigenous and other communities across the country. It is important to be respectful and recognize that the Indigenous cultural material on display is of the utmost importance to the communities from which it came, as well as to the Museum. Disrespect and/or inappropriate conduct in relation to this cultural material will not be tolerated.

The vendors shall make every effort to ensure that the cultural material and artifacts on display in the event spaces are protected from damage and disrespectful actions.

All items, including technical and logistical equipment, decor, food, etc., must be kept at least 1 metre (3 feet) from all cultural material, artifacts, structures (walls, ceilings, columns, etc.) and exhibition elements.

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.
- Open-flame candles and propane burners may not be part of the decorations for events.

Food Services

- All types of cooking (boiling, frying or stir-frying) are prohibited in the Museum's exhibition areas, halls and public areas. 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.
- Vendors who prepare food on site for immediate consumption will be located in the Panorama Café. Electric serving trays and Sterno-type food warmers are permitted in this space.

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	Prices
November 26 to 29, 2026	<u>Space of 8' x 6' (2.4 m x 1.8 m)</u>	\$948.54 (\$825 + taxes)
	<u>Space of 8' x 6' (2.4 m x 1.8 m)</u> NEW – Located in the Panorama Café	\$747.34 (\$650 + taxes)
	<u>Space of 10' x 6' (3.0 m x 1.8 m)</u>	\$1132.50 (\$985 + taxes)

Payment

Successful applicants will be sent confirmation of their participation and payment information by July 15, 2026. To secure your participation, your payment must be received no later than August 12, 2026. Cheques dated after August 12, 2026, 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 November 1, 2026, the entire cost will be retained.

For more information, please contact us by email at marche_market@historymuseum.ca or by phone at 819-776-7023.