



## 2024 VENDOR INFORMATION & GUIDE

### About Us

Christmas On The Bay™ is an outdoor event held in Meaford Market Square, Sykes St. N, Meaford, adjacent to Meaford Hall Arts and Cultural Centre. We established ourselves as a not-for-profit entity in 2023. The market and all of its' components are organized solely by a group of enthusiastic volunteers. We encourage and endeavor to be practicing proponents of diversity, equity and inclusion.

### Applications

Applications are being accepted commencing **April 10, 2024 through until May 17, 2024**. Any application received after that time may be put on a wait list and considered later should an opening become available in a particular category.

To apply, complete the [Application Form](#) available on [www.christmasonthebay.ca](http://www.christmasonthebay.ca)

If you have any questions about becoming a vendor or about the application process, please contact us at [vendors@christmasonthebay.ca](mailto:vendors@christmasonthebay.ca)

### All application submissions must include:

- Product Photos
- Booth Display Photos from previous markets [COTB or other]
- Biography of creator/maker and craft/art description
- A brief description and price of ALL the products you would like to sell. Only those listed within your application can be present and sold at the market.

### Dates

Move in: Wednesday, November 27 [1:00 pm – 7:00 pm]  
Thursday, November 28 [9:00 am – 1:00 pm]

### Market Dates & Times:

Thursday, November 28	[2:00 pm – 8:00 pm]
Friday, November 29	[2:00 pm – 8:00 pm]
Saturday, November 30	[10:00 am – 8:00 pm]
Sunday, December 1	[10:00 am – 4:00 pm]

Move out: Sunday, December 1 [4:00 pm -6:00 pm – no packing up prior to 4:00 pm]

### Why be a vendor at Christmas On The Bay™

Our show is carefully curated and open to Ontario-based artisans, artists and designers with priority being given to those from the Southern Georgian Bay area. We had over 9,000 visitors last year and over 6,400 the year before [2022 was our inaugural year].

We endeavor to feature only one vendor in each of the categories. As an example - jewelry, art, skin care, leather, wood, metal, chocolate, pottery, clothing, etc. and do not allow product overlap between vendors.

We market our market! We have a robust marketing campaign which includes print, radio, social media and word of mouth.

We value and respect our relationships with supporters, partners, sponsors, vendors, volunteers, and community.

### **Eligibility and Requirements**

Our reputation has been built on selecting unique and quality products. Efforts go into presenting an array of vendors that is appealing each year to attract both new and returning customers.

A previously selected applicant/vendor in a particular year **does not** guarantee acceptance in any subsequent year. Each application is considered on its' own merits each year.

#### **To be eligible for selection, you must:**

Be the producer/maker/designer of your product that is detailed within your application. We do not accept vendors who sell products that are not made or produced by themselves. It is mandatory that all of our vendors are the creators of their products.

Present a professional product display and reflect and incorporate the ambiance and festive spirit of the overall market.

Vendors must be on site and on time for the opening and duration of the market each and every day.

Food vendors must have a food-handling certificate and work out of a locally inspected kitchen.

If accepted, Food Vendors [both ready to eat and shelf stable] must fill out the Food Vendors Form on the Grey Bruce Public Health Unit's website at least 1 month prior to show start date. Link below.

<https://www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Special-Event-Application>

### **Selection**

Applications are considered by a Selection Committee and assessed against numerous criteria: locality, handmade, originality, quality and presentation, diversity of products and price points, demographic balance, sustainability, and the environment. The decisions of the Selection Committee are final.

### **Notification**

You will be notified by email of your application status. If your application has been accepted, we will email you an agreement that must be signed and returned with full payment within seven [7] calendar days of issuance.

Failure to submit fees within the noted timeframe will result in the forfeiture of your booth.

### **Stall - physical details**

Each stall measures 8' wide and 7' deep. The walls are 7' high with an 8' roof peak. The stall has a 24" deep front counter that is 6' long. Access is through a 32" wide side door. There is also a small side shelf inside to place a heater if desired. The stall will come with a seasonal swag at the front roof peak fascia, a main sponsor recognition sign, a stall sponsor recognition sign and your business logo sign. You will be given the loan of a fire extinguisher to be stored in the stall, together with instructions for use. A fee of \$75 will be imposed if it is not returned. You will also have access to a 20 amp GFCI

(ground-fault circuit interrupter) outlet. Only food stalls will be given access to 2x 20 amp outlets.

### **What you need to bring**

- Your own CSA approved 120 V heater [parabolic or infra-red are the most effective]
- Interior LED lighting for your stall
- Any shelving, racks, table, railings to display/merchandise your wares.
- Chair/stool [if desired]
- Purchase transaction technology/equipment to complete sales
- Padlock to secure your booth after hours
- 1 - 50' long outdoor use extension cord [14/3 or heavier] to bring power from the distribution box to your stall as well as extension cords to distribute power within your stall.
- Seasonal décor
- Note - Food Stalls will be given access to 2x 20 amp duplex outlets and therefore need to bring at least 2 – 50' x 14/3 outdoor use extension cords to bring power from the distribution box to your stall, as well as extension cords to distribute power within your stall (a single 15A extension cord will be in place before your arrival, for your use during the market).

### **Food Trucks**

You will be given the loan of a fire extinguisher to be stored in the truck, together with instructions for use, should you not already have one. A fee of \$75 will be imposed if it is not returned.

Hot and cold running water and grey water sinks are available inside the main floor kitchen of the Meaford Hall. Water lines cannot be run outdoors. There are no pump out facilities available on site.

If you require additional electrical power, you will need to provide your own generator, cable and cable covers. Some exceptions may apply and an electrical hook up may be possible. Each will be examined on a case-by-case basis. Generators cannot exceed 70 dB.

### **Decorating your Stall/Food Truck**

This is a must do! Reflect the market ambiance, display standard, and spirit of the season within your stall/food truck with twinkle lights, garland, seasonal décor, etc. Refer to our website and last year's photo gallery for inspiration and ideas. An inspection to ensure stalls/trucks are in compliance and decorated accordingly will take place prior to market opening.

Décor and merchandise cannot extend beyond your market stall's footprint (with awning open). Hooks, screws and holes may not be made in the exterior shell of the stall, or its' roof. If you are unsure, please ask us in advance.

All business signs are to be attached to the interior of the stall only.

### **Other Stall Option**

Some vendors may request to use their own vendor stall/trailer. If so, please provide a detailed description inclusive of dimensions [length, width, height, trailer tongue length if applicable], with photos. Please detail how it is suitable for use within an outdoor winter market. Pop up canopy/tent type structures are not acceptable.

### **Food Vendors**

All food vendors are encouraged to use compostable, biodegradable or recyclable serving containers, cups, straws and utensils. Environmentally friendly is key.

## Security

COTB organizers and volunteers are present during market hours and a security guard is present in the off hours and overnight. You are encouraged to remove high value items and any cash at the end of each market day.

## Parking

There is free parking on side streets where permitted, and close by at the Meaford Harbour.

## Alcohol

The entire market space is licensed for the consumption of alcohol purchased at Christmas On The Bay™ only. Vendors who have been approved to sell alcohol must purchase a Special Occasion Permit [SOP] and operate within the provincial regulations. A copy of the permit is to be submitted to COTB no later than November 1<sup>st</sup>.

## Insurance

All vendors are required to provide a Certificate of Insurance/Event Liability Insurance in the amount of \$2 Million. Christmas On The Bay™ Meaford is to be named. The venue address is 12 Nelson St. East, Meaford, ON N4L 1N6. Proof of insurance is to be provided no later than Friday, November 15, 2024.

## Fees

Fees are for the duration of the market and are inclusive of HST unless otherwise noted.

Stall rental: \$425

Hot Food/Hot Beverage stall: \$475

Food/Beverage Truck - Category 1: \$825 for 18' - 20' truck

Food/Beverage Truck - Category 2: \$600 for 8' - 12' truck

800W Parabolic heater rental fee: \$50 + HST

Fire extinguisher replacement fee: \$75.00 + HST

Kitchen cooking fee [use of stove]: \$100 + HST & a \$75 cleaning deposit

## Vendor Cancellation Policy

- 25% of the fees are withheld if you cancel before August 1<sup>st</sup>
- 50% of the fees are withheld if you cancel between August 2<sup>nd</sup> – September 30<sup>th</sup>
- Fees will not be refunded for cancellations after that time.

Fees are not refunded if a vendor fails to attend the market or departs prior to the end date of the market.