



## **TORONTO CHRISTMAS MARKET**

The Distillery Historic District

December 2011

# **Hot Food Vendor Application**

**We are on the lookout for creative, unique and talented craftsmen, artisans and food vendors!**

The quality of a traditional Christmas Market depends very much on the high standard of the vendor products it offers. We want our visitors to immerse into a world of tradition and craftsmanship – watch a glass blower create delicate, transparent objects, see how candles are made or how wood is carved into unique and unusual shapes as well as enjoy traditional, seasonal gastronomic specialties.

**Example of a list of vendors we are looking for:**

### **Traditional Hot Food**

Waffles  
Perogies  
Meatballs  
Donuts  
Crepes  
Beavertails

## **HOURS OF OPERATIONS:**

The Toronto Christmas Market is scheduled to run from Friday December 2 to Sunday December 18, 2011.

Weekday Hours: 12pm to 9pm

Weekend Hours: 10am to 9pm

## **ACCEPTANCE CRITERIA:**

Your application package will be juried for the quality, uniqueness and salability of your product, your booth presentation, and overall balance of the category your product falls into.

Applications will be reviewed by the committee monthly. You will be notified within 2 months of receiving your application as to whether it has been accepted.

1. Products must be seasonal, traditional and unique.
2. Vendors are accepted based on the items approved as listed on the application form, and as such may only sell approved items. Any changes or additions to product lines must be approved by the Toronto Christmas Market administration **IN ADVANCE**.
3. Vendors obtain the right to use the assigned stall(s) and are responsible to either use the space, or to provide advance notice that the space will not be utilized for a specific date or dates. If you plan on having someone else working your booth for you, you must notify the TCM Manager. If you **MUST** miss the market for some reason you are required to have someone work your booth for you or have someone sit in your booth with a 'SOLD OUT' sign. In the event of an emergency call the TCM Manager. For any unforeseen circumstances that happen during TCM hours please see the Market Manager. No refunds will be issued for non-usage of stall(s) or cancellation of contract.
4. Vendors **MAY NOT** loan, give or sublease the stall(s) assigned to them.
5. Vendors are required to operate the entire duration of the operating hours of the TCM.
6. Any ownership change of business, at any time, requires a new application for vendorship.
7. All food vendors are responsible to know and comply with all applicable health regulations.
8. A) Baking and all other foods must be properly covered, kept at proper temperatures, and displayed on tables that are covered with a tablecloth. All foods not sold at concessions (including individual servings) must be wrapped in new plastic as set out in all applicable health regulations.  
  
B) All prepared food items must clearly state the vendor's name and address (may be Market address i.e. stall #83), ingredients and size (weight, count, volume as necessary) as set out in all applicable health regulations.
9. Crafts and non-food items may be bagged in used bags.
10. All vendors must meet all health and fire regulations.
11. **FAILURE TO COMPLY WITH TCM RULES & REGULATIONS:**

An Infraction may result in, and not necessarily in this order: a written warning; a \$50.00 charge; and/or loss of stall(s). Loss of permanent stall will result in all monies (deposit) being forfeited. All decisions made by the Committee appointed TCM Manager are final.

NOTE: THE TORONTO CHRISTMAS MARKET COMMITTEE RESERVES THE RIGHT TO CHANGE, INTERPRET, AND ENFORCE THESE POLICIES AND GUIDELINES AS DEEMED NECESSARY TO MAINTAIN CONSISTENCY AND INDIVIDUALITY OF THE MARKET FOR THE BENEFIT OF ALL SERVED BY THE MARKET.

\*CRITERIA ARE SUBJECT TO CHANGE WITHOUT NOTICE

WE RESERVE THE RIGHT TO LIMIT MARKET SIZE AND TO REJECT APPLICATIONS WITH OR WITHOUT REASON. DECISIONS OF THE TORONTO CHRISTMAS MARKET COMMITTEE ARE FINAL.

**VENDOR STALL INFORMATION AND PRICING:**

The TCM will provide the following:

- A 6 by 10 OR 8 by 10 foot pavilion structure depending on location
- power to connect to a heating device or any other requirements
- structure lighting
- a stall sign with vendor name on it

Each vendor will be required to bring all additional requirements that might include:

- additional ambient lighting
- a heating device to heat your stall
- vendor stall décor
- any additional vendor signage
- additional shelving to display your product
- requirements for preparation of your food product
- All vendors are responsible for cleaning their stall area and removing their own garbage. Information on garbage bin location and will be available.

The Toronto Christmas Market vendor rate is as follows:

STALL	\$2,500.00
HST	325.00
<b>TOTAL</b>	<b>\$2,825.00</b>

Stall rental is 100% non-refundable upon written and/or verbal confirmation.

The TCM space allocation will be based on an overall Market plan. Changes to accommodate City/Fire regulations, City of Toronto regulations, or Market plan may alter Market locations. If accepted in the Market you will receive a map identifying your Market location.

**DEADLINE FOR APPLICATION IS JULY 29, 2011**

Full payment is due by October 15, 2011 and is non refundable.

**SUPPORT MATERIALS:**

Your application must include the following items.

- Application form (printed from next page)
- Photographs representing all of the work you would like to sell at the Market.
- Information on how you plan to decorate your wooden pavilion
- Biography on yourself and your experience
- Include a price list of all of the products you wish to sell
- Food – Vendors must provide a detailed description on how they would prepare the food

**APPLICATION FORM:**

NAME: \_\_\_\_\_

COMPANY NAME (if any): \_\_\_\_\_

ADDRESS:  
\_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

WEBSITE (if any): \_\_\_\_\_

PRODUCTS: (Please list all of the items you would like to sell - attach a separate sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tell us what other shows in Ontario you have participated in the past:

\_\_\_\_\_  
\_\_\_\_\_

Please tell us what shows you plan on participating in Greater Toronto in 2010:

\_\_\_\_\_  
\_\_\_\_\_

Please fill out, sign and return by 5:00pm, July 29<sup>th</sup>, 2011.

Applications will be reviewed by the committee once a month. Please allow two months for your application to be reviewed and accepted. The earlier you submit your application the better. We are currently accepting applications now and we expect to sell out quickly. We will stop accepting application once the Toronto Christmas Market is sold out.

SEND TO:

The Distillery Historical District  
Toronto Christmas Market  
55 Mill Street. Building 58, Suite 200,  
Toronto, ON, M5A 3C4  
Attn: Vendor Application

***I give consent to the Toronto Christmas Market to disclose my name, company name and/or telephone number to those persons inquiring about my product(s).***

**I am eligible, have read, understand, and agree to comply with all Market rules and regulations as specified by the Toronto Christmas Market as per attached rules and regulations.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_