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## **RULES AND REGULATIONS FOR SELLERS**

If I am permitted to be a vendor at the Hawkesbury, Ontario Christmas Market organized by the Town of Hawkesbury (also referred to as the Market Host and/or Host and/or Manager/Organizer in this document). As a vendor, I agree to the following rules and regulations. I also acknowledge that I am responsible for compliance with these rules and regulations by any employee, volunteer, family member or other person I bring to the market.

### **Selection Criteria for Vendors at the Hawkesbury Christmas Market**

➤ **Quality and Originality of Products**

- Products must be handmade or crafted in an artisanal manner.
- Originality and creativity in design or production.
- Neat finishing and professional presentation.

➤ **Christmas Theme and Atmosphere**

- Products related to the holiday spirit (decorations, gifts, treats, etc.).
- Winter or festive aesthetic in the booth setup.

➤ **Product Diversity**

- Avoid duplication with other vendors.
- Preference given to artisans offering unique or underrepresented products.

➤ **Environmental or Local Commitment**

- Use of sustainable or recycled materials.
- Local or regional production.
- Eco-friendly packaging.

➤ **Experience and Professionalism**

- Previous participation in similar markets or events.
- Online presence (website, social media, portfolio).
- Ability to manage a booth independently.

### **1- PRODUCTS**

The vendor certifies that all products, real and/or intellectual, brought to the market are not of an adult nature. Any product or material brought to the market that is considered adult in nature may be removed from view, sale or distribution at the market by the market manager or organizer. If the seller refuses to remove the item(s) identified by the market manager/organizer, the latter reserves the right to have the seller removed from the market immediately, without refund of any sums paid. The seller certifies that everything he/she brings to the market for sale or distribution complies with all government standards and laws. The seller certifies that he/she is legally able to sell/distribute the items and materials he/she brings to the market. If any of the items brought to the market by the seller are found to be illegal or unsafe, the seller will be immediately removed from the market and will not be refunded.

## **2- HOURS AND LOCATION**

All market hours will be set by the Town of Hawkesbury and distributed to vendors prior to the event. Vendor agrees to set up booth/table and prepare for sale/operation no later than 30 minutes prior to market opening and to sell only during market hours open to the public. The vendor undertakes to remain at the market and not to start packing the products and equipment used on his kiosk/table before the end of the market's public opening hours. If a vendor wishes to set up later or leave earlier, he/she must obtain prior agreement from the market manager or organizer. Any change in market opening hours authorized by the market manager or organizer will in no way invalidate the conditions of this agreement. Any change in opening hours authorized by the market manager or organizer will not result in the reimbursement of any sums paid.

The market organizer also reserves the right to change the location, date and time of the market if the situation so requires, without affecting the conditions set out in this document or any other document required for access to the market. Set-up takes place the day before the market and the morning of the first day of the market. All stalls MUST be set up no later than 30 minutes before the market opens. No dismantling is permitted before the market closes on the second day. Only the Town of Hawkesbury has the right to modify, move or change the decorations, layout or any other element relating to the market space.

## **3- UNLOADING/LOADING PRODUCTS AND PARKING**

All vendors agree to the times and locations set by the market manager/organizer for the unloading and loading of products, equipment, personnel and any other items brought to the market. The vendor also agrees to park his/her vehicle in an area designated by the market manager/organizer if the vendor requires parking. The vendor assumes all responsibility for vehicles brought onto the market site.

## **4- FEES, CANCELLATIONS AND REFUNDS**

**- Booth fees are \$50 (GST included) for a 6-foot table and two chairs for the 2-day event.**

Vendor agrees to pay the Town of Hawkesbury all of the above fees by November 1, 2025, once their application has been approved. If a vendor does not pay all fees due to the market, he acknowledges that he is giving up his stall or table reserved for the market. If a vendor needs to cancel their stall or table reservation, they must do so in writing before November 1, 2025. Cancellations received after November 1, 2025, will result in the total loss by the vendor of all sums paid to the market organizer. It is the vendor's responsibility to ensure that the Town of Hawkesbury receives all communications addressed to it. The Town of Hawkesbury reserves the right to cancel the market at any time and for any reason. If the market is cancelled by the organizer, all fees paid to the organizer by the vendor will be refunded. Refunds will be made by the market organizer in a time and manner deemed appropriate by the market organizer.

## **5- KIOSKS/TABLES/WORKERS**

The vendor accepts the table or site assigned to him by the market manager or organizer. A 6-foot-long table and two chairs will be provided for each vendor. Only two workers will be allowed to manage a vendor table, which includes, but is not limited to, staff, family and/or volunteers. Only the market manager or organizer may change the location or size of a vendor's table.

Each vendor may reserve only one table/space, unless authorized by the Market Manager/Organizer: the vendor assumes responsibility for any additional costs incurred by the Market Manager/Organizer in providing additional tables/spaces. Vendors agree to provide a clean, appropriately sized table cover for their table, suitable for all ages of participants. Vendors will provide all elements necessary to decorate and dress their table in a clean and professional manner. Products will be displayed in a neat and tidy manner. If a vendor fails to maintain his stalls/tables in a presentable condition, as decided by the market manager/organizer, the latter reserves the right to remove the vendor from the market immediately, without refund of fees paid. Only the market manager/organizer has the right to modify, move or change decorations, layout or any other element relating to the market space.

#### **6- VENDORS MAY ONLY SELL ITEMS LISTED ON THEIR APPLICATION FORM.**

Only items listed on a vendor's application and approved in advance may be sold on a vendor's stand.

#### **7- SMOKING IS NOT PERMITTED ON THE GROUNDS, AND OPEN-FLAME CANDLES ARE NOT ALLOWED INSIDE THE BUILDING WITHOUT AUTHORIZATION.**

Smoking is prohibited around the Sports Complex, including outdoors. Open-flame candles are forbidden inside the Complex without authorization. All vendors are required to respect market rules. The Town of Hawkesbury reserves the right to ask vendors to leave the market area if they do not respect the rules or refuse to do so.

#### **8- SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE.**

All applications will be reviewed, and you will be contacted to determine if your application has been accepted. The Town of Hawkesbury reserves the right to limit the number of vendors in a certain product category, and to refuse an application if it deems such action to be in the best interest of the market.