

## Terms & Conditions for participating in St. Ann's Christmas Market 2022

### **Friday, November 11th**

Set up: noon to 3:45pm

Market Opens: 4:00pm

Dinner: 4:30pm to 7:00pm

Market Closes: 9:00pm

### **Saturday, November 12th**

Doors open for Vendors: 8:15am

Market Opens: 9:00am

Breakfast: 8:30 to 10:30am

Lunch: 11:00am to 2:00pm

Raffles Close: 3:30pm

*Draws will be made immediately  
following the closing of the Raffles*

Market Closes: 4:00pm

Take down: 4:00pm to 5:00pm

**By order of the Public Health Officer, masks are not mandatory, but recommended.  
St. Ann's Christmas Market will follow current PHOs.**

1. A booth is not booked until completed application form and payment is received at St. Ann's Parish Office.
2. All accepted applications are non-refundable.
3. Applications and cheques received after all booths have been rented will be returned to the applicant. Please indicate if you would like to be on the cancellation list.
4. **You may only bring items listed on the application form.**
5. Number of vendors in any category may be limited to provide the best-selling opportunity for all. This is up to the discretion of the Christmas Market Committee.
6. Booths may be reserved before September 15th for \$10.00. After September 15th, St. Ann's Christmas Market will assign booths. If you do not request a specific booth, booth assignments are on a first come first serve basis. We will take into consideration that 2 or more Vendors selling the same item are not beside each other as much as we are able.
7. Final booth layout will not be provided to Vendors prior to set up.
8. **Booths are \$50.00 for a single booth. Maximum 2 booths per Vendor. Corner booths in St. Joachim Room (2<sup>nd</sup> Hall) are \$120.00.**

9. **Please note that not everyone will unload at the front door.** A map will be available for you upon arrival with the location of your booth and the closest door for you to unload. We are hoping to alleviate congestion and make moving in and out easier for all vendors. Please move out from the same door that you moved in.
10. After unloading, please park your vehicle as far from the front entrance as possible. We want to be as welcoming and as encouraging as we can for our customers to come in and shop.
11. St. Ann's will provide you with a table, unless you indicate otherwise on the application form, and 2 chairs.
12. Please bring a tablecloth to drape your table.
13. If you need power, please bring a power cord.
14. No tacks are to be used on any of the walls. Please use sticky tac or bring a freestanding unit to hang your items / signs on.
15. **All items for sale must be displayed on, not under the table. Please ensure that no part of your display is in the aisle. Booth is the length of the table (6'). The area on the side of the table is for the vendors to get in and out of their booths. DO NOT fill this area in with your products. You may use the area under your table for storage.**
16. If you stand in front of your booth, your table must be moved back so that you are not standing in the aisle.
17. Please be considerate of other vendors. Do not engage customers unless they are directly in front of your booth.
18. The Christmas Market Committee reserves the right to have items removed that are inappropriate or offensive.
19. Please provide a door prize on November 11th before the opening of the Market at 4:00pm. **You will notice on the application form that we request an approximate value of the prize you will be donating. This is used for obtaining a Gaming License.**
20. All Vendors are obligated to stay until the end of the Market at 4:00pm on Saturday. You may not breakdown your booth early. If you will need more time (past 5:00pm) to breakdown your booth, please let the coordinator know before November 11<sup>th</sup>.
21. Vendors are responsible for any damage he / she or their workers or family members may cause.
22. The vendor releases St. Ann's from any loss due to fire, theft, breakage, or other cause and all liability during the show.
23. The vendor will ensure that their booth area is clean, and all garbage removed at the end of the Market.

Should you have any questions please contact the coordinator, Juana Veters: call or text 306-313-0664 or email [stannschristmasmarket@gmail.com](mailto:stannschristmasmarket@gmail.com)