



APPLICATION PACKAGE -BOOTHS IN LOWER ATRIUM & BALLROOM

2022 Winterfest by the Niverville Heritage Centre

Saturday November 19th, 10am-3pm | 100C Heritage Trail Niverville, MB
| Organizer Information: | NHC Events Department | NHC Events Manager: Chelsea Gauthier
| 204-388-5000 ext. 202 | chelsea@heritagecentre.ca |

Application Process:

Filled out applications may take up to 3 weeks to be processed. Once a decision has been made, the vendor will be contacted by email.

Selection Process:

We have a limited number of booths for each product. Vendors selling one product will take priority over a vendor selling multiple items.

Photos of products:

Providing photos of your **booth set up / products** helps us determine if we have a vendor selling similar products.

Please forward photos with your business name in the subject line the email with your Business Name. Please add all photos to 1 email. *

Filling out the application:

Booth placement is decided based on items you sell. It's important to list all the products that you are selling.

Payment Selection:

The Payment Authorization Form is due when handing in your application. Payments are processed once the booth has been confirmed.

Please read through the entire package, if at any time you have any questions or would like clarification on the 2022 Winterfest, please contact Chelsea Gauthier at 204-388-5000 Ext. 202 | chelsea@heritagecentre.ca

2022 Winterfest *by the Niverville Heritage Centre*

Vendor Application - Booths in Lower Atrium & Ballroom

PLEASE NOTE, TO BE CONSIDERED FOR THE SHOW, ALL AREAS OF THE APPLICATION MUST BE COMPLETED.

Company Name: _____
First & Last Name _____
Phone Number: _____
Email: _____
Mailing Address: _____
City/Town / Postal Code _____

Website/social media pages- To be featured in our FB and IG Posts & advertised on our website.

Note: All provided links may not be posted.

Website: _____
Facebook: _____ No Personal FB accounts please*
Instagram: _____

List of products you sell (all items must be pre-approved).

One Booth – approximately 8 ft. X 10 ft. | includes up to 2 chairs | can fit one 8 ft table

\$65.00 – Must bring your own table

\$10.00 – Table Rental (8 ft. Rectangle table) *LIMITED*

\$5.00 – Add Electrical – You must provide extension cord

Are you bringing a table? _____ If so, how size? _____

Are you bringing a rack? _____

What types of payment will you accept during the show? CASH | DEBIT | CREDIT | CHEQUE

Do you plan on emailing us photos of your booth / products? _____

If so, please label the email with your business name. one email with multiple photos please.

Pre -Ordered Lunch Options | Delivered directly to your booth | Organizer will contact you in October for food order | Meal includes bottled drink, side salad, sandwich & 2 cookies

\$12.00 Meal X _____ = _____ | Sub Garden Salad to Caesar + 2.00 _____

Meal includes choice of egg or tuna sandwich, garden salad, 2 cookies and bottled drink.

PLEASE INITIAL---

I understand booths will fit **one 8ft table** and MAY fit up to 1 additional table

PLEASE INITIAL---

I understand payment is required to be considered for the booth

PLEASE INITIAL---

I read and understand the booth selected will be located in the lower atrium or ballroom

2022 Winterfest *by the Niverville Heritage Centre*

Payment Authorization Form

Payment section must be filled out to be considered for our show.

Payment is processed once you are accepted into the show. Cancellations before October 15th are subject to a \$15.00 admin fee. Refunds after October 15th will not be permitted.

We offer the following payment options: CASH | CREDIT CARD | E-TRANSFER | CHEQUE | DEBIT

Cash/ Debit will be accepted to the NHC Event Office when payment is requested. Appointments must be made for this option. Payment is due once accepted.

Credit Card Payments

I authorized the NHC to charge my credit card (Number below):

Total \$ _____ Credit Card # _____ Expiry _____
I understand my card will be charged for the amount of \$ _____ Name on card: _____

E-Transfer Payments will be accepted with the following criteria:

Email: Chelsea@heritagecentre.ca

Question: Where is the market?

Answer: Niverville

ONLY SEND ONCE ACCEPTED INTO THE SHOW.

ANY OTHER FORMATS WILL NOT BE ACCEPTED.

Cheques must be included along with your application (Cheques made payable to the Niverville Heritage Centre)
The cheque will be destroyed if the vendor is not accepted into the 2022 Winterfest.

Booth Rental in the lower atrium or ballroom

\$65.00 X _____

Add-on's:

Table rental \$10.00 X _____

Electricity \$5.00 X _____

Lunch \$12.00 X _____

Sub Salad -Ceasar \$2.00 X _____

TOTAL AMOUNT FOR ALL CHARGES X _____

Signature: _____ Date: _____

By signing your agree to the terms and conditions in the package and agree to pay to following amounts.

Please initial confirming you have read and understand our cancellation policy.

| 2022 Winterfest | Terms and Conditions |

- 1) **Booths are approximately 8 ft. by 10ft-** Tables are NOT included in the booth fee and can be rented for \$10.00 each (Limited quantities). If you require an electrical booth- the fee is an additional \$5.00. *Extension cords are not provided.*
- 2) Payment authorization form must be received with the application to be considered for the Market. Payments can be made by cash, credit card, E-transfer or by cheque (payable to Niverville Heritage Centre). Invoices will be sent out once payment has been processed.
- 3) Access to the NHC is available on Saturday, November 19th beginning at 8:00am-9:45am. Please ensure your booth is set-up and ready to go by 9:45am. All vendors must arrive by 9:00am. All booths must stay opened until 3:00pm. We ask all vendors to stay set up until 3:00pm.
- 4) One week prior to show an email will be sent to you with important information including the floor plan, vendor parking, Wi-Fi and additional details.
- 5) Admission for Shoppers- by monetary donation. **Food donations will no longer be accepted.**
- 6) Advertising: We will advertise the event on our website, social media outlets and posters will be posted locally. In addition, highway signs and posters will be posted around our community. To make this event a huge success we ask that you advertise the event as well. A poster will be emailed to you.
- 7) Booth Preferences: We will no longer accept booth preferences to our show. We will be focusing on ensuring all similar vendors are spaced apart. **All booths are on the lower levels unless otherwise mentioned.**
- 8) Cancellations: Vendors who wish refunds may request a refund no later than October 15th. Refunds are subject to a \$15.00 admin cancellation fee. After October 15th no refunds will be issued, NO EXCEPTIONS. If you unable to make the show due to illness, we ask you to make arrangements for someone to manage your booth on your behalf.
- 9) The Niverville Heritage Centre will not be held liable for accidents, theft, damage, or losses during the event.

I have read and agree to the Terms and Conditions of the 2022 Winterfest along with the information on Pages 1-4.

Signature: _____ Date: _____