



***2022 Winterfest by the Niverville Heritage Centre***  
***APPLICATION PACKAGE -***  
***BOOTHS IN UPPER ATRIUM***

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](mailto: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. *Young Entrepreneurs will be given preference for these booths.*

**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](mailto:chelsea@heritagecentre.ca)

# 2022 Winterfest *by the Niverville Heritage Centre*

## *Vendor Application - Booths in Upper Atrium*

*Elevator and stair access available / Round table, 2 chairs, electricity included in booth fee*

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).

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One Booth – approximately 10 ft wide | includes up to 2 chairs | Round Table | Electricity  
\$40.00 – Booth fee

Are you bringing a table? \_\_\_\_\_ If so, how side? \_\_\_\_\_

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 are located in the Upper Atrium with elevator and stair access.*

\_\_\_\_\_  
PLEASE INITIAL---

*I understand payment is required to be considered for the booth*

# 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 15<sup>th</sup> are subject to a \$15.00 admin fee. Refunds after October 15<sup>th</sup> will not be permitted. NO EXCEPTIONS.

**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](mailto: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

The cheque will be destroyed if the vendor is not accepted into the 2022 Winterfest.

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Booth Rental in the upper atrium (elevator access/stairs access available)

\$40.00 X \_\_\_\_\_

**Add-on's:**

Table rental INCLUDED X \_\_\_\_\_ N/A \_\_\_\_\_

Electricity INCLUDED X \_\_\_\_\_ N/A \_\_\_\_\_

Lunch \$12.00 X \_\_\_\_\_

Sub Salad -Caesar \$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 10 ft. wide**- One Round Table and access to electricity is included in the booth fee. 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 19<sup>th</sup> 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.
- 8) Cancellations: Vendors who wish refunds may request a refund no later than October 15<sup>th</sup>. Refunds are subject to a \$15.00 admin cancellation fee. After October 15<sup>th</sup> 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: \_\_\_\_\_