NIVERVILLE EVENT CENTRE

# Welcome to the

# 2026 Winterfest Craft Show & Market Application Package

Saturday, November 7th | 10am-3pm | 100C Heritage Trail | Niverville, MB

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## Terms & Conditions

### Application Process

Interested vendors must fill out the application form and email forms to **chelsea@heritagecentre.ca**.

Applications are accepted until May 23rd , 2026.

Providing photos along with your application of booth set up / products helps us determine if we have a vendor selling similar products & booth style. Please add all photos to one email - don't forget to include your business name. Not receiving this with your application may delay your application or contribute to not being accepted into the show.

### Selection Process

Vendors are chosen based on products, booth set-up, and local proximity.
We have a limited number of booths for each product.
Vendors selling one product will take priority over a vendor selling multiple items.

### Payment

*Payment Forms* must be received with the application to be considered for the Market. Pre-payment is NOT required.
Payments can be made by cash, credit card, E-transfer or by cheque.
Receipts will be sent out once payment has been processed.
Payments are only processed when vendors are accepted into the show. E-transfers are to be sent after you are accepted into the show. A delay in payment may result in losing your booth.

### Planning Process

1 week prior to the show, all vendors will receive a welcome package - this includes the show floor plan, Wi-Fi, parking info, and additional details.

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## Booth Information

Booths fit up to ONE 8 ft. table.
**TABLES** are **NOT** included in the booth fee and can be rented for $25.00 each (limited quantities).
Electricity usage is not included in the booth fee and can be added for $10.00. ***Our venue is dark, so additional lighting is RECOMMENDED.***

## Vendor Placement

**We do not accept vendor placement requests** - our goal is to focus on placing vendors based on their set-up while giving our shoppers the best experience. *There are no exceptions to this.*
This includes room preferences, corner or wall preferences, and requests to be placed near other vendors.
*Vendors that would prefer to be next to each other must apply under ONE application with TWO booths.*
*Only one name will be advertised in these circumstances.*

## Marketing

We will advertise the event on our website and social media, as well as on public event calendars. In addition, 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 prior to the show.

## Cancellations

If you are unable to make the show due to illness, incident or any other reason, we recommend arranging for someone to manage your booth on your behalf. Booths cannot be transferred to someone else. A $45.00 admin fee will be charged for all cancellations.
**Please Note: Cancellations will be accepted until June 15th, 2026. Cancellation may take up to 8 weeks.**

## Liability

The Niverville Event Centre will not be held liable for injuries, theft, damage, or losses before, during or after the event.
The Niverville Event Centre reserves the right to modify any of the above at any time.
All Food/Beverage vendors must follow all MB Health Guidelines set up by our Public Health Inspector.

**By filling out and sending in the application, you have read and agree to the terms and conditions set out in this Application Package.**

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## Vendor Application

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

Business Name: _____
First & Last Name _____
Phone Number: _____
Email: _____
Mailing Address: _____
City/Town:_____ Postal Code: _____
Website: _____
Facebook or IG: _____
*No Personal Accounts please* We do not tag any FB or IG Accounts**

List all products you sell. *All products must be listed and approved.*

_____
_____
_____
_____
_____

### Pricing

- ☐ $80.00 – Booth in Atrium / Ballroom
- ☐ $60.00 – Booth in Upper Atrium – elevator available
- ☐ $25.00 – Table Rental (8 ft. Rectangle table) *LIMITED*
- ☐ $10.00 – Electrical – We recommend added lighting to the atrium.
- ☐ $25.00 – Young Entrepreneur (must be under the age of 18 and be the maker of the items) Please include a letter stating why you should be considered for a discounted booth. Booth in upper atrium.

Are you bringing a table? _____ If so, what size? _____
Are you bringing a rack? _____ If so, what size? _____

_____ ***PLEASE INITIAL****- I have read and understand the Vendor Placement Request Policy. Floorplans are reset after each show. No booth preferences, this includes wall requests or room preferences.*
_____ ***PLEASE INITIAL****- I understand the intake process is from May 6th-May 23rd. Emails requesting application updates will not be returned. By June 8th you can expect a respond regarding your booth.*
_____ ***PLEASE INITIAL-*** *I understand that if I cancel my application during the intake process, I will not be invited back as a vendor for upcoming craft shows at the Niverville Event Centre*

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## Payment Authorization Form

The payment section must be filled out to be considered for our show.

**Booth Rental** (includes GST)

| | |
|---|---|
| Lower atrium/ballroom | $80.00 X ___ |
| Upper Atrium | $60.00 X ___ |
| Young Entrepreneur | $25.00 X ___ |

**Add-on's:**

| | |
|---|---|
| 8' Table rental (includes GST) | $25.00 X ___ |
| Electricity (includes GST) | $10.00 X ___ BRING EXTENSION CORD |

TOTAL AMOUNT FOR ALL CHARGES: $_____ **+ $4.00 for credit card transactions*

Payment Options

**___ Cash/Debit**

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**

A $4 fee will be added to all Credit Card transactions

I authorized the NHC to charge my credit card (Number below):
Credit Card # _____ Expiry_____ CVV_____

I understand my card will be charged for the amount of $4.00 + $_____ Name on card_____
*Credit Card payments will be applied once accepted into the show*

**___ E-Transfer Payments**

Will be accepted with the following criteria:
Email: chelsea@heritagecentre.ca
Question: Market Location
Answer: Niverville *(Other passwords or variations will not be accepted)*
Comments: Business Name & First/Last Name – *Must be the name on application*
*A request for e-transfers will be emailed once accepted into the show*

**The NHC will not refund or pay for any loss of funds due to the above criteria not being followed or any other circumstances. Late Payments may 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.

**Signature:**_____ **Date:**_____
By signing you agree to pay the listed amounts and agree to the Terms and Conditions of the 2026 Winterfest