

VENDOR GUIDELINES FOR THE CANADIAN MUSEUM OF HISTORY'S 2024 CHRISTMAS MARKET

This document provides essential information for vendors applying for a space at the Canadian Museum of History's 2024 Christmas Market. The Market will be held in the Grand Hall, the Haida Gwaii Salon and the W. E. Taylor Salon, enhancing vendor visibility with visitors.

The application form must be received no later than May 10, 2024. Successful applicants will be sent confirmation of their participation, as well as payment information, by June 25, 2024. We kindly ask that you send us your payment by July 25, 2024 in order to reserve your spot.

SELECTION METHOD

The choice of vendors will be made by a jury composed of four (4) museum managers in the fields of Retail, Indigenous Relations, Public Affairs, and Commercial Operations.

SELECTION CRITERIA

The quality, originality and diversity of the products offered at the Christmas Market are essential elements to ensure success of the event.

Local Vendors — The market aims to showcase the know-how of local artisans and artists. Priority is given to exhibitors who create their products in the National Capital Region, within 100 km of the Museum. Please note that the Museum will accept a limited number of vendors from outside the National Capital Region. Vendors are responsible for transport, travelling and accommodation costs.

Artisanal Products — All products must be handmade, and all food must be homemade. The vendor must be the creator of all products that will be sold at the booth. These products must be made in the National Capital region by the vendor or under their supervision.

Arts and Crafts by Indigenous Artists — Métis, First Nations, and Inuit artists and products are welcomed and encouraged. The vendor must be the creator of all the

products that will be sold at the booth. These products must be made in the National Capital region by the vendor or under their supervision.

Variety — The Museum hopes to ensure the widest possible variety of products at its Market. The number of vendors per category will therefore be limited.

Customer Profile — The Museum hopes to feature a variety of products that will appeal to the tastes of our diverse clientele and meet their expectations.

Price Range — The Museum is seeking products in a wide range of prices to accommodate all budgets.

Bilingualism — As a Crown Corporation, the Museum must comply with the law on official languages. Vendors must therefore offer customer service in both French and English at all times during the duration of the Market. Any signage at the booth must also be presented in both official languages. The products, on the other hand, can be made available in only one language (text on the products and packaging).

Photographs of Products — To help the jury assess the participants' applications, please include **up to eight (8) photos** of different products including at least one (1) photo of your complete booth (demonstrating your products and **bilingual** display). **Accepted formats are jpg, png, pdf and tiff and the maximum size per file is 5MB.**

2024 SCHEDULE

The schedule for the 2024 Christmas Market is as follows:

Thursday, November 21, 2024, from 11 a.m. to 8 p.m.

Friday, November 22, 2024 from 11 a.m. to 8 p.m.

Saturday, November 23, 2024 from 9 a.m. to 5 p.m.

Sunday, November 24, 2024 from 9 a.m. to 5 p.m.

Set-up will take place on Wednesday, November 20, 2024 (hours to be determined).

If you are selected to be a vendor at the Christmas Market, you are agreeing to respect the schedule determined by the Museum.

SET-UP AND AMBIANCE

Space Reserved for Each Vendor

The Museum will assign the booths, at its discretion, based on energy requirements and product categories, while ensuring product variety. The delivery schedule and instructions for accessing the loading docks will be sent to you one week prior to the event. Your booth will be assigned on site at the time of setup.

Booth Sizes

- Space measuring 8 feet (2.4 metres) wide by 6 feet (1.8 metres) deep (available to all vendor types, including food and beverage).
- Space measuring 10 feet (3.0 metres) wide by 6 feet (1.8 metres) deep (Food and Beverage vendors only).

The Christmas Market floor plan is under revision for optimization and will be shared with selected vendors this fall.

For each space, the Museum will provide:

- One table measuring 6 feet (1.8 metres) by 2.5 feet (0.76 metres), with a tablecloth
- Two chairs
- One 15-amp electrical outlet (only if required, based on requirements specified in application form)
- One sign identifying the vendor

Additional Furniture

Vendors may also use their own furniture, such as shelving, a freezer, or an additional table, to complete their product display. This will be permitted as long as the additional items fit within the allocated space, and there is an opening allowing the vendor to enter and exit the booth. Any overlap onto neighbouring spaces will not be tolerated.

To ensure the visual harmony of the Market:

- The maximum allowable height for additional furniture will be 8 feet (2.4 metres). Any non-compliant items will not be permitted. **The Museum reserves the right to demand that non-compliant structures be dismantled.**

Electrical Requirements

Electrical supply is set at 15 amps (or 1,500 watts) per booth (based on the requirements specified in the application form), with the option of adding a second 15-amp outlet (with justification only).

All vendors must specify the type, dimensions and energy consumption of the electrical appliances they plan to use.

Please note that unforeseen requests for electricity may be denied for safety reasons.

Presentation of Booth

Vendors will be responsible for the appearance of their tables and must ensure that their products are presented in a safe and harmonious manner.

Set-up

A delivery schedule and instructions for accessing the loading docks will be provided to vendors one week prior to the event.

Vendors understand that only a limited number of trolleys will be available at the docks for the set-up/teardown process. Trolleys for set-up/teardown will not be provided to vendors arriving via the parking. It is recommended that vendors bring their own trolleys to facilitate this process.

PARKING

In order to provide as much space as possible to the Market customers, vendors are encouraged not to park in the Museum parking lot. Further information related to parking options will be shared with vendors at a later date.

MUSEUM CONSERVATION GUIDELINES

The Grand Hall is a permanent exhibition area that displays significant cultural material and artifacts from Indigenous and other communities across the country. It is important to be respectful and recognize that the Indigenous cultural material on display is of the utmost importance to the communities from which it came, as well as to the Museum. Disrespect and/or inappropriate conduct in relation to this cultural material will not be tolerated.

The vendors shall make every effort to ensure that the cultural material and artifacts on display in the event spaces are protected from damage and disrespectful actions.

All items, including technical and logistical equipment, decor, food, etc., must be kept at least 1 metre (3 feet) from all cultural material, artifacts, structures (walls, ceilings, columns, etc.) and exhibition elements.

Decorations, Flowers and Open Flames

- All wooden elements of decoration must be made up of kiln-dried wood materials or processed wood (plywood, particle board, MDF) to prevent the spread of wood-boring insects.
- If necessary, wooden decorations and items must be treated against parasites (fumigation). This includes items such as dried flowers, logs, dried vegetation, rough timber, and stumps.
- Cut flowers and potted plants from a professional florist can be part of your decorations for the event.
- All elements of decoration must be constructed, cut and painted before arrival at the Museum.
- It is not permitted to affix any items to any Museum structure including, but not limited to, the walls, ceilings or columns. All materials must be hung on self-standing structures only.
- Open-flame candles and propane burners may not be part of the decorations for events.

Food Services

- All types of cooking (boiling, frying or stir-frying) are prohibited in the Museum's exhibition areas, halls and public areas. These activities create steam, grease and other particles that are released into the air and can damage the numerous artifacts that are out in the open.
- Electric serving trays and Sterno-type food warmers are permitted.

PARTICIPATION FEES AND PAYMENT

Participation Fees

Vendors who wish to have a booth at the Museum must commit to being present for the entire duration of the event.

| Fees | | |
|-------------------------|--|---------------------------|
| | Options | Price |
| November 21 to 24, 2024 | <u>Space of 8' x 6' (2.4 m x 1.8 m)</u> | \$902.55 (\$785 + taxes) |
| | <u>Space of 10' x 6' (3.0 m x 1.8 m)</u> | \$1075.02 (\$935 + taxes) |

Payment

Successful applicants will be sent confirmation of their participation and payment information by June 25, 2024. To secure your participation, your payment must be received no later than July 25, 2024. Cheques dated after July 25, 2024, will not be accepted.

Cancellation

If you must cancel your participation in the Christmas Market, the Museum reserves the right to retain 50% of the amount paid. Should you cancel your participation after November 1, 2024, the entire cost will be retained.

For more information, please contact us by email at marche_market@historymuseum.ca or by phone at 819-776-7023.