



2017 Vendor Application Form

Christkindl Market Information - www.christkindl.ca

Kitchener City Hall – 1st floor, 2nd floor & Carl Zehr Square
 Thursday, Dec 7 - 10am-9pm,
 Friday, Dec 8 - 10am-9pm,
 Saturday, Dec 9 - 9am-9pm,
 Sunday, Dec 10 - 10-4pm

Christkindl Market is part of a tradition in Germany that dates back to the middle ages when farmers, tradesmen and artisans would meet around their churches with song, food and small gifts. The first open winter market was held in 1310 in Munich, Germany. Be part of this tradition today, and apply for a spot at Kitchener's Christkindl Market! The Christkindl Market has expanded our offerings through the introduction of increased outdoor activities along King Street. These plans have included reconfiguring booth locations for outside vendors. Take part in the new experience.

Vendor Selection Process for Christkindl Market

In an effort to create a more defined and transparent process for vendor selection, a selection process has been adopted for the Christkindl Market. Past participation does not guarantee acceptance to this year's event. The selection of all Christkindl vendors will be achieved through a one-stage group juried selection administered and facilitated by The Corporation of the City of Kitchener and the Christkindl Market Volunteer Committee.

The process for vendor selection will involve:

1. Public Call for vendor proposals via print and on-line media.
2. Jury selection: The Vendor Selection Jury will consist of: two local artisan/ member of the business community, two City of Kitchener staff and two members of the Christkindl Market Volunteer Committee.
3. Category: Each application will be placed in a category.
4. Criteria: A defined criteria, as outlined below, will be used by the Vendor Selection Jury in a weighted point system.
- 5. Decision: Applications are sorted by category and/or final score to determine final results.**
6. Successful applicants will be notified by email and/or mail of their participation in the Christkindl Market.
7. All applicants will receive a letter confirming their participation in the Christkindl Market or a letter declining their application for this year.

The Deadline for receipt of vendor proposals is Friday, June 23, 2017. Successful applicants can expect to be notified of their selection by Monday, August 14, 2017.

Acceptance Criteria

- Product reflects traditional German Heritage (3 points)
- Previous experience in Christkindl or similar Markets (5 points)
- Hand crafted (2 points)
- Quality of product (6 points)
- Uniqueness of product (4 points)
- Overall product presentation (5 points)

Product Categories - used only during the selection process

Categories will be determined based on vendor's product description. The City of Kitchener reserves the final decision on category assignment.

- Clothing/Accessories – Adult, Children, leather, accessories(hats, scarves, mitts, belts)
- Health & Body Products – skin care, soaps, scents, salts, makeup, skin contact
- Food – Hot/Cold/Specialty products, bakery, alcohol, pre-packaged items, prepared food onsite
- Arts/Crafts – functional, fabric, ceramic, sculptures, candles, wood, glass, paintings, bags
- Christmas Décor – Ornaments, wreaths, figurines, decor
- Jewellery – metals, stones, costume, glass, beads
- Toys/Games – wooden, plastic, metal, board games
- Non-Profit Organization/Charity – Churches, Fundraisers
- Misc – Environmental, pet, household, audio/video

Support Material

Your application must include the following items in order for the application to be considered complete. Incomplete applications will not be reviewed. **Payments are NOT to be included until acceptance is confirmed.** The City is not responsible for damage to, or loss of, support material.

- **2017 Vendor Application Form** (Page 3 and 4)
- **Photos.** 2 or 3 photos of your product displayed at Christkindl Market or similar event. Print or email copies, we will not go to a website to print off pictures. Photos will not be returned.
- **Biography.** Tell us about yourself in a few paragraphs. Where else have you sold your product? Do you have previous participation/years as a Christkindl vendor? Is your product hand-crafted or unique in any way? How does your product reflect or identify with traditional German Heritage or Culture? How does your product meet the acceptance criteria, in your opinion?
- **Product Description.** List, description and price of your products. (on page 3 of application). Samples may be picked up after the jury selection process or the items will be used for draws etc. or donated accordingly.

Price to Exhibit

Indoor Vendor – Each space **INCLUDES:** 1 skirted white table and 1 outlet (additional Electrical will be charged back). **Bring your own low voltage(LED) lights (Max. 6).**

4'x5' space – **MAX. 6' high restriction on product**
Price: \$268.14 + HST (\$34.86) = **\$303.00**

8'x5' space – **MAX. 6' high restriction on product**
Price: \$508.84 + HST (\$66.16) = **\$575.00**

Outdoor Food Vendor – Each Hut/Space **INCLUDES:** 40 amp service(additional electrical will be charged back)
LOCATION OF OUTDOOR BOOTHS ARE SUBJECT TO CHANGE AS REQUIRED. Outside lights are provided. Vendors are responsible for their own lighting and heating inside.

6'x10' / 8'x10' Wooden Hut (City/Committee to determine size based on placement location)
Price: \$601.76 + HST (\$78.24) = **\$680.00**

Outdoor Merchandise Vendor on King St – Each Hut/Space **INCLUDES:** 1 standard outlet (15amp)
Outside lights and décor are provided. Vendors are responsible for their own lighting and heating inside.

Approximately 6'x6' Wooden Hut (City/Committee to determine size based on placement location)
Price: \$309.73 + HST (\$40.27) = **\$350.00**

Internal Use Only	Appl Rec:	Complete <input type="checkbox"/>
Acceptance: Y / N / WL	Vendor #	T&C: <input type="checkbox"/>
Pay: c / chq / o - \$	\$ Rec:	Ins: Y / N Rec:

CHRISTKINDL 2017 VENDOR APPLICATION FORM

First/Last Name: _____ Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: Home (____) _____ Business (____) _____ Fax (____) _____

Email: _____ Website : _____

Facebook: _____ Twitter: _____

Product Category - Check 1 box that best describes your product – see pg 2 for details

- Non-Profit Health & Body Food Arts/Crafts Christmas Décor
 Jewellery Toys/Games Clothing/Access Misc

List, Description, and Price of Product(s) for sale:

How many years have you taken part in Christkindl Market, if any? _____

Vendor Space Selection

Vendor location is up to the discretion of the Corporation of the City of Kitchener and the Christkindl Market Organizing Committee.

Indoor Vendor – Each space **INCLUDES:** 1 skirted white table – your choice of size (tables ordered and not used will be charged \$30 fee) and 1-120v outlet (additional Electrical will be charged back). **Bring your own low voltage(LED) lights (Max 6).**

NEW *Outdoor Food Vendor – Each Wooden Hut/Space **INCLUDES:** 40 amp service (additional electrical will be charged back) . Outside lights are provided. Vendors are responsible for their own lighting and heating inside.

NEW *Outdoor Merchandise Vendor on King St– Each Wooden Hut/Space **INCLUDES:**1 standard outlet(15 amp) (added electrical to be charged back) – Outside lights/décor included. Vendors are responsible for their own lighting and heating inside.

Please fill out the chart below with your space and table requirements:

Vendor	Vendor Selection	# of Space/ Hut(s)	# of tables	Table(s) – Max. 1 table per space	Price (includes HST)	Total Fees
Inside	4'x5' Space Inside 6' High Maximum			No table	X \$303.00	\$
				4' table		
Inside	8'x5' Space Inside 6' High Maximum			No table	X \$575.00	\$
				4' table		
				6' table		
	8' table					
*Outside Food	6'x10' Hut/Trailer or Space (every 8'-10')				X \$680.00	\$
*Outside Merchandise	Approx 6' x 10' Hut				X \$350.00	\$
					Total Due**	\$

**Do not submit your payment until after you have received an Acceptance confirmation letter by August 14, 2017.

PLEASE NOTE FOR ALL VENDORS:

- a) All food vendors must attend a mandatory meeting approximately one month prior to the event. All items to be sold, if any, must be listed on your application. Styrofoam products are no longer permitted.
- b) Items to be sold are subject to the approval of The Corporation of the City of Kitchener ("City").
- c) Cancellation Fee: \$75 fee will apply to all cancellations after Nov 1.
- d) Indoor Lighting – Only low voltage(LED) may be used. (Max 6).
- e) Product cannot be displayed higher than 6’ off the ground.
- f) Vendor business name must be displayed at the booth for ease of directing the public.
- g) Prices/products must be prominently displayed and cannot be altered during dates of event.
- h) Vendor must be open and staffed for the duration of the Christkindl Market ("Market"). Failure to comply will result in disqualification from future Markets.
- i) Premises must be kept clean at all times as per City expectations and Region of Waterloo Public Health Department regulations (if applicable).
- j) All vendors are responsible for removing all goods and materials from the booth after the event and leaving the space in a clean and orderly state.
- k) It is the responsibility of the vendor to vacate the space only after cleaning of same is completed. Failure to comply will result in further payment by the vendor of any clean up costs incurred by the City.
- l) All vendors must meet and comply with regulations and will be inspected at the event by the Fire Department, Regional Public Health Department and the Electrical Safety Authority.
- m) To present a uniform look, the outdoor Christmas Hut lights will be provided and installed. The hut vendor is responsible for decorating the remainder of the hut with the items provided.
- n) All vendors must provide \$2 million dollars Proof of Insurance if selected for participation in the Market.
- o) By completing the Vendor Application Form, and upon receiving a confirmation letter from the City, all vendors participating in the Market grant permission to the City and the Christkindl Market Volunteer Committee to use product, photographs, website, information and any promotional material whether in print or electronic form ("media") without further consideration. Such media may be used by the City and the Christkindl Market Volunteer Committee in such mediums as newsletters, brochures, including the City’s website and the Market’s website, and in submissions to the local papers for publicity purposes. All vendors must sign an acceptance of TERMS AND CONDITIONS form if selected for participation in the Market.

I acknowledge reading, understanding, and agreeing to the terms of this Vendor Application Form. Further, the personal information collected herein will be used only for the purposes for which you have agreed to as part of this application and will be protected in accordance with the requirements stipulated in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Inquiries about the collection, use or disclosure of your personal information should be directed to Jordana Ellery, (519)741-2200x7087 or Jordana.ellery@kitchener.ca.

I understand that The Corporation of the City of Kitchener reserves the right to administer and facilitate the vendor selection process and to limit the number of vendors in it sole and absolute discretion. Please sign and date below:

Date

Signature

Please return the signed and completed application form, with your support material to:
 The Corporation of the City of Kitchener | Christkindl Market
 Attn: Jordana Ellery, Special Events
 200 King Street West, 7th Floor. Kitchener, ON N2G 4G7
 (519) 741-2200 x7087 Email: Jordana.Ellery@kitchener.ca