



**Christmas Market in Brandon Vendor Application**  
**Saturday, November 28<sup>th</sup> and Sunday, November 29<sup>th</sup> from 10am-4pm**  
**in the Manitoba Room at the Keystone Centre (1175 18<sup>th</sup> St, Brandon, MB)**

First round of applications are due by April 25<sup>th</sup>. To apply, you must submit this completed form and photos if you do not have social media. We will notify you if you have been accepted or not within 2 weeks of the application due date. We expect vendors to be set up for BOTH days. If you have questions, please email [Goldleafevents@hotmail.com](mailto:Goldleafevents@hotmail.com). For a full list of guidelines and information, please see the second sheet. **By signing this application form, you are agreeing to those guidelines.**

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (all notifications will be sent out via email): \_\_\_\_\_

List of Your Items/Services (Please list **ALL items**, as you will only be permitted to sell these items). If you have a new item closer to the event, please email us to make sure you can bring it. We limit our categories for our shoppers and our vendors. (Please use other side if you need more room or attach a list):

\_\_\_\_\_  
 \_\_\_\_\_

Facebook Page: \_\_\_\_\_ Instagram: @\_\_\_\_\_

\*\*If you do not have social media, please email us 3-5 pictures of your products.

Please check the option that best fits your business:  Handmade (by you)  Direct Sales or Import (ex. Avon)

Do you need electricity?

Yes  No (limited spots are available for electricity – electrical spots are \$95 – paid to the Keystone Centre)

Do you require a table?  Yes – 8-foot table  Yes – 6-foot table (limited available)  No, just space.  No chairs

**Spot Size:**

\_\_\_\_ Booth – Single - 10 feet wide x 10 feet deep - \$280

\_\_\_\_ Booth – Corner Single - 10 feet wide x 10 feet deep - \$305

\_\_\_\_ Booth – Double - 20 feet wide x 10 feet deep - \$535

\_\_\_\_ Table Space - 8 feet wide x 5 feet deep - \$200

\_\_\_\_ Corner Table Space - 8 feet wide x 5 feet deep - \$225

\_\_\_\_ Table Space - Double – 16 feet wide x 5 feet deep - \$375

**Fees: Fees will be due within three weeks of being accepted.**

Special Requests: \_\_\_\_\_

There will be a raffle held at the market; would you like to donate a prize?  Yes  No

\*All proceeds from the raffle will be donated to Funds For Furry Friends

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email your completed form to [goldleafevents@hotmail.com](mailto:goldleafevents@hotmail.com) or forms can be mailed to: Gold Leaf Events – Krista Powell, Box 2193, Minnedosa, MB R0J 1E0. **Please keep a copy of your completed form for your records.**

## Gold Leaf Events' Christmas Market in Brandon Vendor Application

Saturday, November 28<sup>th</sup> and Sunday, November 29<sup>th</sup> from 10am-4pm  
in the Manitoba Room at the Keystone Centre (1175 18<sup>th</sup> St, Brandon, MB)

(Please keep this page for your records – you do not need to send this page in with your application)

- 1) Please keep a copy of your application form or take a photo of it. Any questions contact Krista, Courtney, and Tanya by email at [Goldleafevents@hotmail.com](mailto:Goldleafevents@hotmail.com).
- 2) **First round of applications are due by April 25<sup>th</sup>.**
- 3) **To apply, you must submit this completed form and photos if you do not have social media. We will notify you if you have been accepted or not within 2 weeks of the application due date.** Preference will be given to handmade vendors and will only take so many from each category (ex. Bath, jewelry, woodworking, etc). **Preference will also be given to makers and sellers from the Westman area.**
- 4) We reserve the right to ask you not to bring certain products due to over saturation.
- 5) Fees will be due within three weeks of being accepted.
- 6) **Vendor fees are non-refundable 30 days prior to the market.**
- 7) Vendors must be available to attend both days.
- 8) If you do not have social media, please send us 3-5 pictures of your products with your application form
- 9) **All communications for the sale will be done via email.**
- 10) The organizers are not liable for lost, damaged, or stolen items before, during or after the market.
- 11) One table and two chairs will be provided unless you have specified that you do not need them.
- 12) Spots are pre-assigned, and tables will be labelled. We will do our best to accommodate special requests.
- 13) Set up information will be emailed out the week of the market. Load in will be Friday evening or Saturday morning.
- 14) Vendors are responsible for setting up and taking down their own booth. It is up to the vendor to bring their own displays for your tables. Nothing is to be put on the walls. The venue does not provide a tablecloth.
- 15) Food vendors must comply with all health regulations. For information on what you can and cannot sell please contact your local Public Health Inspector and visit the Health Protection Unit's website at:  
[www.gov.mb.ca/health/publichealth/environmentalhealth/index.html](http://www.gov.mb.ca/health/publichealth/environmentalhealth/index.html)

All home packaged food shall be labelled identifying the following as per Manitoba Health:

1. Source – producer name or identity code, and phone number
2. Common name of food
3. Ingredients
4. Date the food was prepared

\*Note - Individually portioned products do not require labelling; however labelling information must be readily available from the vendor.

- 16) There will be a raffle at the market. If you are donating a prize for the raffle, drop it off at the admission table. All proceeds from the raffle be donated to Funds For Furry Friends.
- 17) We understand how important advertising is and will do our best to advertise in as many spots as possible via social media (free and paid ads), the internet, print, banners, radio, and anything else that we can think of!

By signing your application form you have agreed to the above guidelines.