



Spring Market in Brandon Vendor Application

Sunday, April 19 from 10am-4pm

in the Grand Salon at the Victoria Inn (3550 Victoria Ave, Brandon, MB)

We are holding our Spring Market at the Victoria Inn in their foyer and the Grand Salon. **Applications are due by January 31st. 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 shortly after the application due date.** We will be taking 54 vendors, with a preference given to handmade and will only take so many from each category (ex. Bath, jewelry, woodworking, etc). If you have questions, please email Goldleafevents@hotmail.com. The organizers of the market are not responsible for lost, damaged or stolen property. 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 items for sale Please list ALL of your items, as only these will be permitted to be sold. (Please use other side if you need more room or attach a list):

*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.

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 – no electricity available for table spots)

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

Spot Size:

____ Large Booth - 10 feet wide x 10 feet deep – perimeter of room – electricity available - \$120

____ Table Spot – room for an 8 foot table or a 6 foot table with a display rack – center of room - \$80

Fees: Fees will be due within a week of being accepted. Vendor fees are non-refundable 30 days prior to the market.

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 Fur Furry Friends

Signature: _____ Date: _____

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

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Sunday, April 19th from 10am-4pm

in the Grand Salon at the Victoria Inn (3550 Victoria Ave, Brandon, MB)

(Please keep this page for your records)

- 1) Please keep a copy of your application form or take a photo of it. If you have any questions, email Krista at Goldleafevents@hotmail.com.
- 2) **Applications are due by January 31st. 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 shortly after the application due date.**
We will be taking 54 vendors, with a preference given to handmade 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.**
- 3) **Vendor fees are non-refundable 30 days prior to the market.**
- 4) If you do not have social media, please send us 3-5 pictures of your products with your application form
- 5) Booth fees will be due within one week of being accepted into the market.
- 6) All communications for the sale will be done via email.
- 7) The organizers are not liable for lost, damaged, or stolen items before, during or after the market.
- 8) One table and two chairs will be provided unless you have specified that you do not need them.
- 9) Spots are pre-assigned, and tables will be labelled. We will do our best to accommodate special requests. Please note that there are electrical outlets in the floor, so not all vendors who request electricity will be placed along the wall. There will be curtains behind booths in the center to divide the aisles.
- 10) **Set up information will be emailed out the week before the market.**
- 11) 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.
- 12) Food vendors must comply with all health regulations and must have a certificate from a health inspector with them at the market if required. 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
- 13) 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

Individually portioned products do not require labelling, however labelling information must be readily available from the vendor.
- 14) 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 Fur Furry Friends.
- 15) We understand how important advertising is and will be do are 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.