



## Vendor Application 2016

Downtown Halifax Business Commission (DHBC), in partnership with Armour Group and Historic Properties, is producing the **Halifax Lights Holiday Market at Historic Properties** Privateer’s Wharf for the 2016 holiday season. DHBC will transform the Historic Properties space into a winter wonderland and crafters and holiday retailers are invited to be part of the festivities and sell their handmade crafts and unique, holiday products. There are indoor and outdoor spaces available as well as five wooden, merchant carts. There is no charge for outdoor vending space and a nominal fee for indoor space to offset costs for cleaning, security, and maintenance. The deadline for vendor applications is **November 10, 2016**.

### Vendor Contact Information

First Name	_____	Home Phone	_____
Last Name	_____	Work Phone	_____
Business Name	_____	Email	_____
Address	_____	Website	_____
City	_____	Facebook	_____
Province	_____	Instagram	_____
Postal Code	_____	Twitter	_____

### **Preferred dates:**

We encourage vendors to book a full weekend and preference will be given to vendors who book multiple dates. If you are interested in being a vendor at the Halifax Lights Holiday Market at Historic Properties, we invite you to indicate your availability for the dates below:

**Market times will run Friday 4:00-9:00 pm, Saturday 12:00 Noon-9:00 pm and Sunday 12:00 noon-4:00 pm.**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Friday, November 25 | <input type="checkbox"/> Saturday, November 26 | <input type="checkbox"/> Sunday, November 27 |
| <input type="checkbox"/> Friday, December 2  | <input type="checkbox"/> Saturday, December 3  | <input type="checkbox"/> Sunday, December 4  |
| <input type="checkbox"/> Friday, December 9  | <input type="checkbox"/> Saturday, December 10 | <input type="checkbox"/> Sunday, December 11 |
| <input type="checkbox"/> Friday, December 16 | <input type="checkbox"/> Saturday, December 17 | <input type="checkbox"/> Sunday, December 18 |

**List all products you would like to sell at the Market (use separate document if necessary):**

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### **Indicate your booth requirements:**

- outdoor space (no charge)
- indoor space (choose one):
  - 5 x 10 (\$30/day)
  - 10 x 10 (\$50/day)
  - 10 x 15 (\$60/day)
  - 10 x 20 (\$85/day)
- wooden merchant cart (\$150/weekend)
- 1,500w standard electrical power source (\$5/day, \$10/weekend)
- 6’ table: quantity required \_\_\_\_\_

## **Application Evaluation**

Halifax Lights Holiday Market at Historic Properties is a juried and curated craft market. Our selection committee consists of four to six members from a broad variety of art and craft backgrounds. The following are the key points considered within each application and applicants are given a score out of six based on the criteria below. Please demonstrate the following in a separate document:

**Process** – Priority is given to crafters who dye, print, draft patterns, and sew garments over someone who buys a pattern and uses already printed fabric. Priority is also given to those who handcraft items rather than sell pre-made, mass-produced products.

**Independent and Small-Scale** – Emerging and established artisans are equally welcome. The Market strives to have a mix of artisans at different experience levels.

**Quality of Products** – The quality of your work is important. Include details on the steps you take to ensure quality in your work. Clear photos are important to your application.

**Unique and Original** – We encourage unique and original ideas and artwork.

**Branding and Presentation** – We encourage comprehensive and clear descriptions of your body of work with thoughtful and professional presentation.

## **Community Groups**

Halifax Lights Holiday Market at Historic Properties is happy to provide a space for one community group at each of our markets. We ask that interested groups submit an application and specify the Community Group category.

## **Late Applications**

Late applications will not be considered. All applicants will be notified of the committee's decision by September 30.

## **Market Guidelines and Details**

Exhibitors are required to provide their own means of display and backdrop for their allocated exhibit space. Displays must comply with relevant sections of the contract and conform to DHBC guidelines below:

### **Size**

Displays must not protrude beyond the measured booth area.

### **Design**

Original booth designs are encouraged. The design of the space should take into consideration the intended function. For example, in a walk through booth, there must be sufficient room for clients to move about comfortably, while still allowing for the effective display of products. The design of the booth should be such that it complements the work within and shows the work off to its best advantage.

### **Presentation**

All booths should be identified with a professionally produced sign identifying the business within. Signs should be securely mounted, legible, visible and not a hindrance or hazard to the public. Backdrops and draping must be treated with fire retardant; these and display accessories, etc., must be clean and in good condition. Exhibitors are responsible for ensuring their booth display does not conflict with neighbouring booths.

### **Lighting**

Lighting should be securely mounted and directed into the booth, not into the aisles or neighbouring booths. Glaring or irregular light effects are not permitted. Exhibitors are responsible for providing adequate lighting for their booth displays; Market booths include 1,500 watts unless otherwise noted or requested.

### **Safety**

All materials used to construct the booth walls must be constructed from fire retardant materials. The minimum wall thickness is ½ inch plywood, which, on its own, acts as a fire retardant; otherwise, the booth walls must be constructed of fire retardant materials and MUST meet the fire service Flame Resistive Ratings; fire treatment MUST be professionally reapplied on a yearly basis. Proof (in the form of a receipt or certificate) must be available onsite. The Fire Marshall will be in attendance. During set-up and throughout the event, DHBC staff and volunteers will review booth displays to ensure that all safety regulations and display conditions are met. Exhibitors with booth displays not meeting these requirements will be asked to move or alter their booth.

### **Restrictions**

Booth displays are not permitted to be attached to walls, supports, flooring or any other part of the market venue by any means whatsoever without written permission from the DHBC. Booth display components should be fully painted and prepared at load-in. While minor spot touch-ups are allowed, no painting, varnishing or other finishing is to be applied while at the event.

Exhibitors are responsible for providing sufficient back and side walls to their booth so that the unfinished backs of neighbouring booth walls or other unacceptable surfaces are adequately covered. Fire retardant or other fabric treatments must not leave an odour on the fabric that could interfere with other exhibitors or the public. Extra stock, supplies, empty boxes, coats and other personal items, etc. must be hidden from the public's view and kept within the confines of the booth or in an assigned storage space. Please note that limited storage space behind booths can only be accessed from within your own booth space. Neighbouring booths should not be disturbed by access.

Exhibitors are not permitted to play music in their booths without written permission from the DHBC. Exhibitors are encouraged to demonstrate their craft while in their booths. Please inform the DHBC vendor coordinator if you plan to do so. Written permission is required in order to conduct craft demonstrations that create noise or otherwise infringe upon neighbouring booths.

### **Application Submission**

If you have any questions, please contact Helen Wright at (902) 423-5668 or [dhbc@downtownhalifax.ca](mailto:dhbc@downtownhalifax.ca). Please return your completed application form by **November 10, 2016**, with any supporting write-ups, documentation, or photos to:

**Helen Wright**  
**Operations and Events Manager**  
**Downtown Halifax Business**  
**104-1546 Barrington Street**  
**Halifax, Nova Scotia, B3J 3X7**  
**Tel: (902) 423-5668, Fax: (902) 429-0865**  
**Email: [dhbc@downtownhalifax.ca](mailto:dhbc@downtownhalifax.ca)**