



Eldon House Summer Market 2023 Vendor Application Form Sunday, June 18th, 2023

This form is an application for the Eldon House Summer Market taking place on Sunday, June 18th, 2023. Please note that filling out this application does not guarantee you a booth, as all applications are considered under a jury process. Successful applicants will be informed of the organization's decision by Tuesday, April 11th, 2023.

Event Description

Summer Market

Sunday, June 18, 10:00 a.m. to 4:00 p.m.

Come and enjoy the Eldon House gardens and peruse the hand made products from local entrepreneurs. From candles to textiles and home décor to health and beauty come and support local artisans and enjoy the creativity and the skills of local businesses. For vendor registration, please visit www.eldonhouse.ca/events or call 519.661.5169.

Cost: By donation.

Fundraising Event

This year Eldon House will put a portion of the donations contributed by the public toward the future Interpretive Centre kitchen construction. Eldon House strives to enhance and the kitchen facilities for future programming, special events, and community-based partnerships.

Additional Information: Subject to Change

- *Vendors payment methods may vary cash, credit, or debit.*
- *This program is rain or shine. Please dress and prepare accordingly.*
- *Severe weather (as designated by Environment Canada) date is tentatively: Sunday, July 9, 2023.*
- *Mask or face coverings are encouraged indoors and outside.*
- *Social distancing measures of 6 feet will be maintained between staff and fellow visitors as much as possible.*
- *As a heritage site there is no public parking. There is public parking in and around the museum. [Click here for Google Maps of Eldon House](#)*
- *Please be aware that if the event is postponed or canceled vendors and the public will be notified in advance as soon as possible.*



Part 1: General Information

Business/Booth Name

Business Owner/Applicants Name

Business Phone Number

Business Email

Business Address

Business Postal Code

Business Website

Business Social Media Handle(s) i.e.

Facebook/Instagram/Twitter

Part 2: Festival History

Please provide information of festivals you have participated in. If you have not previously participated in festivals, skip this section.

Festival	Year

Have you participated in an Eldon House event before?

No _____ Yes _____ If yes, when _____

Part 3: Primary Product/Booth Category: (Circle One Only*)

Candles	Wood/Metal Jewellery	Soaps/Bath Bombs	Kids Clothing/Accessories	Pottery
Glass	Pet Products	Fine Art	Knits/Crochet	Leather Goods
Home Goods	Essential Oils	Food Product/Baking	Home Décor	Natural Beauty Products
Vinyl Products	Ceramics	Antique/Vintage Upcycled/Repurposed	Other: (please specify)	



*Please note: Any prepared food is defined as any food that is handled, cooked, baked, preserved, etc. and therefore please attach a copy of current Safe Food Handlers Certificate.

** Please note: This event will not be accepting any MLM (Multi-Level-Marketing) businesses. All vendors must be handmade or a local small business with **NO MLM**. Thank you for your understanding.

Part 4: Business Summary

Please describe your business and products.

*Please note that Eldon House Heritage Site is **NOT** able to provide electrical outputs.

** Flames are **NOT** permitted onsite as we are a heritage site. This includes candles, cigarettes, heating elements, cigarettes, etc.

Part 5: Product Photographs

Please provide **photographs of your products/work** and booth to this application in which these images can be utilized by Eldon House for marketing, promotion, and reporting of the event.



Part 6: Internet/Payment Requirements

Do you have a payment method/system that can be operate without wi-fi access?

Yes _____ No _____ Both _____

* Please note that there is public wi-fi however, this can be intermittent throughout the grounds and Eldon House is not responsible for its service and reception.

Part 7: Vendor Expectation and Site Information

DATE	Sunday, June 18, 2023
LOCATION	481 Ridout Street North, London, Ontario
TIME	10:00 a.m. to 4:00 p.m.
BOOTH SIZE	10 x 10 feet
VENDOR SPACE	ALL vendor spaces are outdoors only. All vendors are required to provide their own 10x10 Canopy Tent, Tables, Chairs and Professional Signage.
SET-UP TIME	8:30 a.m. to 9:45 a.m. Sunday, June 18, set-up must be completed prior to 9:45 a.m.
TAKE-DOWN TIME	4:00 p.m. to 5:00 p.m. Sunday, June 18, take-down must be completed prior to 5:00 p.m.
FEE	\$ 100.00 per 10X10 Booth space
PAYMENT	Required in full by Friday, June 9, 2023 by 12:00 p.m.; check or credit card only; do not transmit credit card information by e-mail; card information will be accepted by telephone.
APPLICATION DEADLINE	Applications will be received until Friday, March 31, 2023 by 12:00 p.m.

Part 8: Any Special Needs (Please Specify)



Part 9: RULES, REGULATIONS & CONDITIONS OF VENDOR AGREEMENT

1. The Market is a “rain or shine” event and will only be cancelled in the event of severe weather.
 - a. Severe weather (*as designated by Environment Canada*) date is tentatively: Sunday, July 9, 2023.
2. Pick up and drop off: There is no parking available at Eldon House. All materials will have to be brought onto the property via gates of Ridout Street. Street parking can be found on adjacent to the museum property, or at the parking lot along Queens Ave.
 - a. Eldon House is currently coordinating parking credit or that of passes are made available or spots reserved as necessary. This would accommodate 1 vendor vehicle (not including trailers or additional vehicles). Vendors will be notified of changing developments as soon as possible.
3. Vendors should bring their own tables, chairs, and protection from the weather (ie. Sun, wind, and rain).
4. All vendors agree to staff their booths during the Market from 10:00 a.m. to 4:00 p.m. Vendors agree not to dismantle their display prior to 4:00 p.m. Please ensure you respect other vendors, attendees, and Eldon House staff.
5. Eldon House does not assume responsibility for any lost, stolen, or damaged goods or personal items.
6. All vendors are required to handle their own sales tax (if applicable), have their own cash/change on hand as well as a reliable internet connection for payments such as Square, Intuit etc.
7. Vendor Space is exclusively for the applied and approved vendor. Sharing of vendor space is considered on a case by case basis and approval by the Eldon House Program Coordinator.
8. No open flames are permitted anywhere on the Eldon House grounds by City of London by-law.
9. Smoking and vaping are not permitted on the Eldon House grounds.
10. Vendor placement will be selected by the Eldon House Program Coordinator. Please indicate in Part 8 of the application if your require special placement requirements and the Program Coordinator will do their best to accommodate. Placement is final, please always respect your neighbours.
11. Vendor must remove and dispose of all garbage and recyclables in their areas at the end of the day, garbage and recycling bins will be provided.
12. We ask that all vendors self-screen before coming to Eldon House. If you or your staff are feeling ill/are exhibiting symptoms of COVID-19, please do not participate in the event and contact us as soon as possible. The Eldon House Program Coordinator will approve refund as needed.
13. If you or your staff come to the event inebriated in any way, you will not be allowed to participate, and no refund will be issued.
14. No verbal or physical abuse/profanity is tolerated.



Part 10: Submission Information

By submitting this form:

1. I confirm that the information set forth is true and complete. I understand that by sending in the application my application is under consideration under a jury process and I will be contacted if my application is accepted.
2. I understand that if successful, my staff and I will abide by the Rules, Regulations and Conditions of Vendor Agreement (Part 9) set forth by Eldon House Corporation.
3. I confirm that my business is not apart of any MLM (Multi-Level-Marketing) businesses. My products are either handmade or a source from local or small business/companies/entrepreneurs with NO MLM affiliation.
4. I have provided photographs of my products/work and booth to this application and allow those images to be utilized by Eldon House Corporation for marketing, promotion, and reporting of the event.

If you agree with these terms, please sign and send Vendor Application Form to Eldon House either by post or electronically to the information outlined below.

If you have any questions in the meantime, please do not hesitate to contact the Eldon House Program Coordinator.

Mailing Address:

Brenna Ardiel
Program Coordinator, Eldon House
481 Ridout St. N.
London ON
N6A 2P6

Contact Information:

Brenna Ardiel
Program Coordinator, Eldon House
519.661.5169 x6471
bardiel@eldonhouse.ca

Vendor Signature

Date

,2023