



## Eldon House Markets 2024 Season Vendor Application

<b>NEW</b> Mother's Day Botanical Market	Sunday, May 12 <sup>th</sup>
Summer Market	Sunday, June 23 <sup>rd</sup>
<b>NEW</b> Sunset Market	Saturday, October 19 <sup>th</sup>
<b>NEW</b> Winter Holiday Market	December 7 <sup>th</sup> & 8 <sup>th</sup>

Thank you for your interest in becoming a vendor at Eldon House's Markets for the 2024 season. This year we celebrate Eldon House's 190<sup>th</sup> Anniversary. Markets in May and December will take place in the museum's Interpretive Centre and those featured in June and October will take place on the grounds of the museum. Vendors wishing to participate in a market may apply by completing and submitting this Vendor Application.

Please note, all applications are welcome, yet spots are limited, and all submissions are processed and adjudicated by Eldon House Management. Successful applicants will be informed of the organization's decision via email approximately 2-3 week after the application is received.



**Notice to Vendors: You must initial each *Part* of the application upon submission to ensure an understanding and acceptance of your submitted application.**



Below outlines details regarding each individual market:

### **NEW Mother's Day Botanical Market**

**Sunday, May 12<sup>th</sup>**

Start Time: 10:00 a.m.

End Time: 4:00 p.m.

Location: Eldon House Courtyard and Interpretive Centre

Cost: \$90.00

Availability: 10 spots

Application Deadline: March 31<sup>st</sup>, 2024 at 12:00 p.m.

### **Summer Market**

**Sunday, June 23<sup>rd</sup>**

Start Time: 10:00 a.m.

End Time: 4:00 p.m.

Location: Eldon House Grounds

Cost: \$100.00

Availability: 16 spots

Application Deadline: May 14<sup>th</sup>, 2024 at 12:00 p.m.

### **NEW Sunset Market**

**Saturday, October 19<sup>th</sup>**

Start Time: 12:00 p.m.

End Time: 6:00 p.m.

Location: Eldon House Grounds

Cost: \$100.00

Availability: 12 spots

Application Deadline: September 14<sup>st</sup>, 2024 at 12:00 p.m.

### **NEW Winter Holiday Market**

**December 7<sup>th</sup> & 8<sup>th</sup>**

Start Time: 10:00 a.m.

End Time: 4:00 p.m.

Location: Eldon House Courtyard and Interpretive Centre

Cost: \$130.00 (incl. both days)

Availability: 10 spots

Application Deadline: October 26<sup>th</sup>, 2024 at 12:00 p.m.



## Market Selection: Part 1 of 13

This application is for the following 4 Eldon House Markets.

Please indicate with an [X] which market(s) you are applying for:

Market	Date	YES, I am applying for the following market(s)
Mother's Day Botanical Market	Sunday, May 12 <sup>th</sup>	
Summer Market	Sunday, June 23 <sup>rd</sup>	
Sunset Market	Saturday, October 19 <sup>th</sup>	
Winter Holiday Market	December 7 <sup>th</sup> & 8 <sup>th</sup>	

### Selection Criteria

1. Vendors must personally take part in the production of the products they bring to the market(s) i.e., must make, bake, grow, or raise the products themselves.
2. Materials and production/manufacturing must be as local as possible.
3. Priority will be given to vendors returning from 2023.
4. Vendors will be chosen to create a good Market Mix (selection of product).
5. Vendors must have vendor insurance.

**Initials:**

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## Fee Calculator: Part 2 of 13

Market	Date	Cost
Mother's Day Botanical Market	Sunday, May 12 <sup>th</sup>	\$90.00
Summer Market	Sunday, June 23 <sup>rd</sup>	\$100.00
Sunset Market	Saturday, October 19 <sup>th</sup>	\$100.00
Winter Holiday Market	December 7 <sup>th</sup> & 8 <sup>th</sup>	\$130.00
Total:		\$

**Initials:**

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## Fundraising Event: Part 3 of 13

Eldon House will put a portion of the entrance donations and vendor fees collected from the Summer Market, Sunset Market, and Winter Holiday Market towards the future Interpretive Centre kitchen construction. Eldon House strives to enhance and the kitchen facilities for future public programming, educational workshops, special events, and community-based partnerships.

Proceeds from the Mother's Day Botanical Market go towards the ongoing development and maintenance of Eldon House's historical grounds and gardens.

**Initials:**

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## General Information: Part 4 of 13

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

TikTok

YouTube

**Initials:**

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## Festival History: Part 5 of 13

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

Festival	Year

Have you participated in an Eldon House event before?

No \_\_\_\_\_

Yes \_\_\_\_\_

If yes, when? \_\_\_\_\_

**Initials:**

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## Primary Product/Booth Category: Part 6 of 13

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
Plant Products	Ceramics	Antique/Vintage Upcycled/Repurposed	Adult Clothing/Accessories	Other:

**Circle One Only**

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



- Are you Safe Food Handlers Certified?

No \_\_\_\_\_ Yes \_\_\_\_\_

- 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.

- I certify that I **PERSONALLY**, make, bake, or grow all products offered:

No \_\_\_\_\_ Yes \_\_\_\_\_

If NO, please explain:

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**Initials:**

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## Vendor Liability Insurance: Part 7 of 13

Do you currently carry general liability insurance/vendor insurance which will be active at the time of the market(s)?

No \_\_\_\_\_ Yes \_\_\_\_\_

**Initials:**

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## Business Summary: Part 8 of 13

Please describe your business and products.

**Initials:**

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## Product Photographs: Part 9 of 13

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

Initials: \_\_\_\_\_

## Internet/Payment Requirements: Part 10 of 13

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.

Initials: \_\_\_\_\_

## Vendor Expectation and Site Information: Part 11 of 13

<b>LOCATION</b>	<b>481 Ridout Street North, London, Ontario</b>			
<b>BOOTH SIZE</b>	10 x 10 feet			
<b>VENDOR SPACE</b>	All outside vendors are required to provide their own 10x10 canopy tent, 6x2ft table(s) and chairs. All indoor vendors will be provided one 6x2ft table and two chairs. All vendors are required to provide their own Professional Signage.			
<b>SET-UP TIME</b>	May 12 <sup>th</sup> , 2024	June 23 <sup>rd</sup> , 2024	October 19 <sup>th</sup> , 2024	December 7 <sup>th</sup> , 2024
	Arrival 8:30 a.m. Sunday, May 12, set-up must be completed prior to 9:45 a.m.	Arrival 8:30 a.m. Sunday, June 23, set-up must be completed prior to 9:45 a.m.	Arrival 10:30 a.m. Saturday, October 19, set-up must be completed prior to 11:45 a.m.	Arrival 9:30 a.m. Sunday, December 7 & 8, set-up must be completed prior to 10:45 a.m.
<b>TAKE-DOWN TIME</b>	May 12 <sup>th</sup> , 2024	June 23 <sup>rd</sup> , 2024	October 19 <sup>th</sup> , 2024	December 8 <sup>th</sup> , 2024
	4:00 to 5:00 p.m.	4:00 to 5:00 p.m.	6:00 to 7:00 p.m.	4:00 to 5:00 p.m.
<b>PAYMENT</b>	Required in full 5-weeks prior to the market at 12:00 p.m.; cheque or credit card only; do not transmit credit card information by e-mail; card information will be accepted by telephone.			
<b>PAYMENT DEADLINES</b>	April 7 <sup>th</sup> , 2024	May 21 <sup>st</sup> , 2024	September 21 <sup>st</sup> , 2024	November 2 <sup>nd</sup> , 2024

Initials: \_\_\_\_\_



## **RULES, REGULATIONS & CONDITIONS OF VENDOR AGREEMENT:**

### **Part 12 of 13**

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*) dates are to be confirmed closer to the time of the market(s).
2. Pick up and drop off: There is no parking available at Eldon House. All materials must be brought onto the property via gates of Ridout Street. Street parking can be found adjacent to the museum property, or at the parking lot along Queens Ave.
  - a. Eldon House is currently coordinating parking passes that reserved spots 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. Outside: Vendors are expected to bring their own tables, chairs, and protection from the weather (i.e. sun, wind, and rain).
4. Inside: One table and 2 chairs will be provided to vendors that take part in the Mother’s Day Botanical Market and Winter Holiday Market.
5. All vendors agree to staff their booths during the Market(s) hours of operation. Vendors agree not to dismantle their display prior to the last hour of operation.
6. Eldon House does not assume responsibility for any lost, stolen, or damaged goods or personal items.
7. All vendors are required to handle their own sales tax (if applicable), have their own cash/change on hand as well as a reliable connection for payments such as Square, Intuit, etc.
8. Please note that Eldon House Heritage Site is **NOT** able to provide electrical outputs.
9. Vendor space is exclusively for the applied and approved vendor. Sharing of vendor space is considered on a case-by-case basis and approved by the Eldon House Program Coordinator.
10. No open flames are permitted anywhere on the Eldon House grounds by City of London by-law.
11. Flames are **NOT** permitted onsite as we are a heritage site. This includes candles, cigarettes, heating elements, e-cigarettes, vapes, etc.
12. Vendor placement will be selected by the Eldon House Management. Please indicate in Part 8 of the application if you require special placement requirements and the Program Coordinator will do their best to accommodate. Vendor placement is final, please always respect your neighbours.
13. 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.
14. 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.
15. No verbal or physical abuse/profanity is tolerated.
16. Please ensure you respect other vendors, attendees, and Eldon House staff.

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**Initials:**





## Submission Information: Part 13 of 13

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 of 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 12) 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 sourced 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.
5. I have initialed all 13 parts of this application and in doing so acknowledge that all content has been read and recognized.

**Initials:**

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If you agree with these terms, please sign and send Vendor Application to Eldon House either by post or electronically as per 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](mailto:bardiel@eldonhouse.ca)

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Vendor Signature

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Date

,2024