



Eldon House 2025 Market Season Vendor Application

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| Mother's Day Botanical Market | Sunday, May 11th |
| Summer Market | Sunday, June 15th |
| Winter Holiday Market | Saturday, December 6th |

Thank you for your interest in becoming a vendor at Eldon House's Markets for the 2025 season. Vendors wishing to participate in any of the 3 markets may apply by completing and submitting this Vendor Application.

Please note:

- The *Mother's Day Botanical Market* in May takes place in the museum's Interpretive Centre with 3-4 vendors in the courtyard.
- The *Summer Market* in June will take place outside on the West and South Lawn.
- The *Winter Holiday Market* in December will take place in the museum's Interpretive Centre.

Please note, all applications are welcome, yet spots are limited and vary for each market. 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 weeks after the applications 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.



Mother's Day Botanical Market

Sunday, May 11th

Start Time: 10:00 a.m.

End Time: 4:00 p.m.

Location: Eldon House Courtyard and Interpretive Centre

Cost: \$110.00

Availability: 12 spots

Application Deadline: April 11th, 2025, at 12:00 p.m.

Payment Deadline: April 18th, 2025, at 12:00 p.m.

Summer Market

Sunday, June 15th

Start Time: 10:00 a.m.

End Time: 4:00 p.m.

Location: Eldon House Grounds

Cost: \$110.00

Availability: 18 spots

Application Deadline: May 16th, 2025, at 12:00 p.m.

Payment Deadline: May 23rd, 2025, at 12:00 p.m.

Winter Holiday Market

Saturday, December 6th

Start Time: 10:00 a.m.

End Time: 4:00 p.m.

Location: Eldon House Courtyard and Interpretive Centre

Cost: \$110.00

Availability: 10 spots

Application Deadline: October 31st, 2025, at 12:00 p.m.

Payment Deadline: November 7th, 2025, at 12:00 p.m.



Market Selection and Fee Calculator: Part 1 of 13

This application is for the following 3 Eldon House Markets.

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

| Market | Date | Cost | YES, I am applying for the following market(s) |
|-------------------------------|------------------------------------|----------|--|
| Mother's Day Botanical Market | Sunday, May 11 th | \$110.00 | |
| Summer Market | Sunday, June 15 th | \$110.00 | |
| Winter Holiday Market | Saturday, December 6 th | \$110.00 | |
| | Total: | \$ | |

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. Vendors will be chosen to create a good Market Mix (selection of product).
4. Vendors must have vendor insurance.

Initials: _____

Vendor Liability Insurance: Part 2 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: _____

Product Photographs: Part 3 of 13

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

Initials: _____



General Information: Part 4 of 13

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|----------------------------------|--|
| Business/Booth Name | |
| Business Owner/Applicants Name | |
| Business Phone Number | |
| Business Email | |
| Business Address | |
| Business Postal Code | |
| Business Website | |
| Business Online Presence: | |
| Etsy | |
| Facebook | |
| Instagram | |
| X (formerly Twitter) | |
| TikTok | |
| YouTube | |

Initials:

Business Summary: Part 5 of 13

Please describe your business and products.

Initials:



Primary Product/Booth Category: Part 6 of 13

Please circle only 1-2 from the following categories:

| | | | | |
|-----------------------|----------------------------|--------------------------|-------------------------------------|---------------------|
| Wood/Metal Jewellery | Knits/Crochet | Soaps/Bath Bombs/Lotions | Glass | Home Décor |
| Epoxy/Resin Jewellery | Kids Clothing/Accessories | Candles | Fine Art | Food Product/Baking |
| Pet Products | Adult Clothing/Accessories | Essential Oils | Ceramics/Pottery | Plant Products |
| Leather Goods | Textile Art | Prints/Stickers | Antique/Vintage Upcycled/Repurposed | Other: |

- 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, grow, or raise all products offered:
No _____ Yes _____

If NO, please explain: _____

Initials: _____



Festival History: Part 7 of 13

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

Year

Festival

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Initials:

Parking: Part 8 of 13

- Street parking can be found adjacent to the museum property, or at the parking lot along Queens Ave.
- 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. Once Eldon House confirmed with the parking lot manager, all vendors will be notified.
- Do you require a paid parking pass?
No _____ Yes _____

Initials:

Payment Requirements: Part 9 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:



Fundraising Event: Part 10 of 13

Eldon House will put a portion of the entrance donations and vendor fees collected from the Summer 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:

Vendor Expectation and Site Information: Part 11 of 13

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|--------------------------|--|--|---|
| LOCATION | 481 Ridout Street North, London, Ontario | | |
| BOOTH SIZE | 10 x 10 feet (or if inside a 6 x 2-foot table will be provided) | | |
| VENDOR SPACE | <p>All outside vendors are required to provide their own 10x10 canopy tent, 6x2ft table(s) and chairs.</p> <p>All indoor vendors will be provided one 6x2ft table and two chairs.</p> <p>All vendors are required to provide their own Professional Signage.</p> | | |
| MARKET | Mother’s Day Botanical Market | Summer Market | Winter Holiday Market |
| SET-UP TIME | May 11 th , 2025 | June 15 th , 2025 | December 6 th , 2025 |
| | Arrival no earlier than 8:30 a.m. Sunday, May 11 th . Set-up must be completed prior to 9:45 a.m. | Arrival no earlier than 8:30 a.m. Sunday, June 15 th . Set-up must be completed prior to 9:45 a.m. | Arrival no earlier than 8:30 a.m. Sunday, December 6 th . Set-up must be completed prior to 9:45 a.m. |
| TAKE-DOWN TIME | 4:00 to 5:00 p.m. | 4:00 to 5:00 p.m. | 4:00 to 5:00 p.m. |
| PAYMENT | <p>Application deadline is 5 weeks prior to the market(s).</p> <p>Required in full 4-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.</p> | | |
| PAYMENT DEADLINES | April 18 th , 2025 | May 23 rd , 2025 | November 7 th , 2025 |

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.
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. Flames are NOT permitted onsite as we are a heritage site. This includes incense, candles, cigarettes, heating elements, e-cigarettes, vapes, etc. No open flames are permitted on the Eldon House grounds per the City of London by-law.**
11. Vendor placement will be selected by the Eldon House Management. Please email the Program Coordinator 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.
12. 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.
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.
15. Please ensure you respect other vendors, attendees, and Eldon House staff.

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 it will be 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, or 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:

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

Vendor Signature

Date

_____,2025