



**Aurora House and the
New Life Centre of Toronto**
PRESENT

Holiday Crafts & Food Marketplace 2018

*showcasing the artistry and creativity
of local artisans*



VENDOR INFORMATION KIT

In support of Aurora House and the New Life Centre of Toronto (MNLCT)

Holiday Crafts & Food Marketplace 2018
Showcasing the artistry and creativity of local artisans

marketplace@mnlct.org www.mnlct.org/marketplace www.aurorahouse.ca

MNLCT Charitable registration # 107691149RR0001



Holiday Crafts & Food Marketplace 2018

Where?	MNLCT Queen St office & Toronto United Mennonite Church 1774 Queen Street East Toronto, ON M4L 1G7 Phone: 416-699-4527 (MNLCT)	
When?	Saturday December 8 th , 2018 11:00 AM to 3:00 PM	
Contact?	Kathryn Gray <i>Aurora House</i>	Tracy Docheff or Rochelle Fine <i>New Life Centre of Toronto</i>
	Phone: (416) 291-3248 ext. 305 Email: marketplace@mnlct.org Mailing address: 1774 Queen Street East, Toronto, ON M4L 1G7	
Important Dates	Monday, August 27, 2018 – Application Deadline Friday, August 31 – Successful applicants will be notified and sent instructions for making a donation to reserve their space. Friday, September 7 – Donation Deadline	

We are accepting applications for retail vendors interested in participating at the Holiday Crafts & Food Marketplace 2018. We need dynamic, professional, local artisans with unique products and services. Please read and complete all sections of this application.

We are specifically looking for vendors who can provide any of the following:

- Home and Holiday Décor – ornaments, fresh flowers, wreaths, figurines, centrepieces
- Crafts – candles, woodwork, glass, knitting/crocheting, sewing
- Jewellery & Fashion Accessories – stones, beads, glass, scarves, mittens, belts
- Toys, Games, Books – board games, wooden, plastic, plush
- Health & Beauty – skin care, soaps, makeup, scents
- Food and Drinks – single-serving or packaged, prepared, ready to eat

All monies collected through the administration of Marketplace 2018 will be donated to support the programs and services offered by Aurora House and the New Life Centre (MNLCT).

Aurora House strives to provide shelter, long-term trauma counselling, basic needs & essential support services to immigrants and refugees who have been trafficked or exploited in Canada.

The **New Life Centre** facilitates newcomer settlement & integration through holistic services and community engagement, carried out within a gender justice & anti-oppression framework.

In support of Aurora House and the New Life Centre of Toronto (MNLCT)

Holiday Crafts & Food Marketplace 2018

Showcasing the artistry and creativity of local artisans

marketplace@mnlct.org www.mnlct.org/marketplace www.aurorahouse.ca

MNLCT Charitable registration # 107691149RR0001



Vendor Information

<p>Vendor Table Space</p>	<p>Choice of one of the following table display* options:</p> <ul style="list-style-type: none"> • Shared Display Table (1/2 of an 8 ft table) • 8 ft Display Table <p>*Limited number of tables are available in each size. First come first reservation of table. Approx. 40 tables available ~Vendors are required to provide their own table covering, signage and display table decorations.</p>		
<p>Event Promotion & Advertising</p>	<p>The Holiday Crafts & Food Marketplace 2018 will encourage visitors from a wide socio-demographic and geographic area as follows:</p> <ul style="list-style-type: none"> • Invitations will be sent to clients, members, and partner agencies of both Aurora House and the New Life Centre. This includes a client and member base of 4000+ people and 200+ partner agencies in sectors such as health, social services, education, finances and human resources. • Advertisements in newsletters, membership boards, publications and calendar listings. • Door-to-Door Canvassing in the immediate vicinity of the 1774 Queen Street East, Toronto, ON venue site including both residential and commercial. • Poster & Postcard Program distributes posters and post cards to vendors and other affiliated business and organizations to be displayed in store fronts or on information boards. • Online and Social Media such as local Facebook groups, agency and partner agency websites and social media (Facebook, Twitter, Instagram) • Marketing Kit to support vendors in sharing hard copy and electronic messaging with their networks 		
<p>Application Process</p>	<p>To apply for a vendor exhibit space, each vendor must provide the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed and signed Application Form* (included in this package) <input type="checkbox"/> Photos* representing products to be sold at Marketplace 2018 <input type="checkbox"/> Biography* of vendor – tell us about yourself and your business, what is unique about your products or services, is it hand-crafted in a unique way? <input type="checkbox"/> Product description – list of products, with a description and listed price, of what you will be selling at Marketplace 2018 <p>*Application Form, Photos, & Biography should be emailed (as separate attachments) to marketplace@mnlct.org</p>		
<p>Donation</p>	<p>There is no fee to exhibit at Marketplace 2018 however a donation to the New Life Centre, outlined in the table below, ensures each vendor a display table and exhibit space as follows:</p> <table border="1" data-bbox="363 1241 1406 1419"> <tr> <td data-bbox="363 1241 683 1419"> <p>Display Table</p> </td> <td data-bbox="683 1241 1406 1419"> <ul style="list-style-type: none"> • Shared Display Table (1/2 size of an 8 ft display table): \$30 donation • 8 ft Display Table: \$50 donation <p>Successful applicants will receive instructions to make an online donation to reserve the Display Table of choice</p> </td> </tr> </table> <p>**All donations made to the New Life Centre will be provided with a donation receipt to be used for tax deduction purposes. Profits from the event will be split between Aurora House and the New Life Centre. ***Bursaries are available to support newcomer clients of Aurora House or the New Life Centre. Contact us for details.</p>	<p>Display Table</p>	<ul style="list-style-type: none"> • Shared Display Table (1/2 size of an 8 ft display table): \$30 donation • 8 ft Display Table: \$50 donation <p>Successful applicants will receive instructions to make an online donation to reserve the Display Table of choice</p>
<p>Display Table</p>	<ul style="list-style-type: none"> • Shared Display Table (1/2 size of an 8 ft display table): \$30 donation • 8 ft Display Table: \$50 donation <p>Successful applicants will receive instructions to make an online donation to reserve the Display Table of choice</p>		
<p>Sponsorship</p>	<p>Increase your business' presence at Marketplace 2018 by taking advantage of a sponsorship opportunity:</p> <ul style="list-style-type: none"> • Exclusive Sponsor: \$1000 • Registration Bags: \$500 • Refreshment Corner: \$500 • Wi-Fi – \$500 <p>Are you unable to participate on the day of the event? Support the cause and promote your business by donating one of your items for our silent auction.</p> <p>A sponsorship form is included in this package.</p>		

In support of Aurora House and the New Life Centre of Toronto (MNLCT)

Holiday Crafts & Food Marketplace 2018

Showcasing the artistry and creativity of local artisans

marketplace@mnlct.org www.mnlct.org/marketplace www.aurorahouse.ca





Telephone | 416-291-3248 ext. 305
 Email | marketplace@mnct.org
 Website | www.mnct.org/marketplace

Payment

Successful applicants will receive instructions to make an online donation to reserve the Display Table of choice. Donations must be received no later than Friday, September 7, 2018 at 5:00 PM.

Signature

By signature, the Vendor agrees to abide by all terms and conditions set forth in the Exhibition Rules and Regulations.

Authorized Signature _____

Date _____

Name (please print) _____

Title _____

In support of Aurora House and the New Life Centre of Toronto (MNLCT)

Holiday Crafts & Food Marketplace 2018

Showcasing the artistry and creativity of local artisans

marketplace@mnct.org www.mnct.org/marketplace www.aurorahouse.ca

MNLCT Charitable registration # 107691149RR0001



Exhibition Rules and Regulations

LIABILITY: Upon approval of this contract by an authorized Marketplace 2018 Representative, it is expressly understood that the Vendor has read and agreed to abide by the liability policies outlined below:

Aurora House and the Mennonite New Life Centre of Toronto, hereinafter referred to as the Organizers, and all organizations and individuals who are employed by or associated with them, in connection with the **Holiday Crafts & Food Marketplace 2018**, will not assume responsibility and shall be held harmless by all Vendors for damage or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to Vendor, their employees and agents, the public, or others. The Vendor agrees to pay promptly for any and all damages to the exhibition building/venue or its equipment incurred through carelessness or otherwise, of Vendor or its employees or agents.

LOCATION: The Organizers reserve the right to determine final placement of the Vendor within the designated facility.

TRANSPORTATION/SETUP: All transportation costs, and any other costs related to exhibit setup not explicitly offered above by the Organizers, are to be paid by the Vendor.

LOSSES: The Organizers will not take responsibility for damage to Vendor's property or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Vendor's own responsibility. If exhibit fails to arrive, Vendor is nevertheless responsible for the exhibit space reserved as per this contract. The Organizers cannot be held responsible for loss or damage to any Vendor's property. Vendors are advised to insure against these risks.

CANCELLATION/NO-SHOW: Any cancellation, no show or request for change of this contract must be made in writing and forwarded to the Organizers via email to marketplace@mnlct.org. Donations made to reserve the Display Table and Exhibit Space will not be returned under any circumstances.

EXHIBITION SPACE SPECIFICATIONS: Open-space tables are approximately 2' x 8' x 30" high, or the equivalent floor space. Maximum height of display from table surface is 4', and depth of display cannot exceed 5'. Utilities are not included. Exhibitor to provide all signage.

INSTALLATION AND DISMANTLING:

Setup time will begin promptly at 9:00 AM on Saturday December 8, 2018.

Tear down will begin promptly at 3:00 PM on Saturday December 8, 2018.

ELECTRICITY: There are no guarantees of electrical outlets or facilities available to Vendors. Electricity is available in other parts of the vicinity and Vendors may, through prior arrangement, charge cell phones or laptop batteries, at their own convenience. Vendors are responsible for the safety of their property should they choose to utilize electricity services in other parts of the venue.

DISPLAY TABLE DECOR: The Vendor is encouraged to decorate their table in a manner that is appropriate and professional and in keeping with the Holiday theme of the Holiday Crafts & Food Marketplace 2018. Merchandise must be displayed in a clean and uncluttered fashion.

In support of Aurora House and the New Life Centre of Toronto (MNLCT)

Holiday Crafts & Food Marketplace 2018

Showcasing the artistry and creativity of local artisans

marketplace@mnlct.org www.mnlct.org/marketplace www.aurorahouse.ca

MNLCT Charitable registration # 107691149RR0001





Telephone | 416-291-3248 ext. 305
 Email | marketplace@mnlct.org
 Website | www.mnlct.org/marketplace

Holiday Crafts & Food Marketplace 2018

Sponsorship Form

Aurora House and the New Life Centre invite you to show your support by becoming a sponsor of Marketplace 2018.

Check one or more of the sponsorship opportunities listed below in which your organization is interested and return this contract to marketplace@mnlct.org prior to August 27, 2018. All sponsorships must be paid in full at time of signing this contract.

Sponsorship Opportunity	Recognition	Fee	
<i>Exclusive Sponsor</i>	Exclusive sponsor of the Marketplace 2018; Signage throughout the exhibition venue; ¼-page recognition in Marketplace 2018 Event Program; inclusion of print materials in registration bags; recognition on website, agendas, and all print media	\$1000	<input type="checkbox"/>
<i>Attendee Gift Bags</i>	Approximately 500 items imprinted and distributed with your logo or message; recognition on website and Event Program.	\$500	<input type="checkbox"/>
<i>Refreshment Corner</i>	Refreshments during Marketplace 2018; signage prominently displayed; recognition on website and Event Program.	\$750	<input type="checkbox"/>
<i>Marketplace Wi-Fi</i>	Exclusive sponsor of “Free Wi-Fi” throughout Marketplace 2018; Event Program; recognition on website and Event Program.	\$750	<input type="checkbox"/>
<i>Silent Auction</i>	Donate one of your items and receive recognition on website and social media	n/a	<input type="checkbox"/>

Company Information (please print the company name as you would prefer it to appear in acknowledgements, etc.)

Business Name:	
Contact Name:	
Address:	
City/Province/Postal Code:	
Telephone Number:	
Email:	
Website :	
Social Media Links:	

Signature _____ Date _____

Please make checks payable to “Mennonite New Life Centre of Toronto” and return this contract with payment to the address below:

Attn: Marketplace Coordinator, MNLCT
 1774 Queen Street East, Toronto, Ontario M4L 1G7

In support of Aurora House and the New Life Centre of Toronto (MNLCT)

Holiday Crafts & Food Marketplace 2018

Showcasing the artistry and creativity of local artisans

marketplace@mnlct.org www.mnlct.org/marketplace www.aurorahouse.ca

MNLCT Charitable registration # 107691149RR0001

