



Toronto New Life Wellness Place  
in support of the  
Mennonite New Life Centre of Toronto  
PRESENTS

**Holiday Arts & Crafts Marketplace 2017**  
*showcasing the artistry and creativity  
of local artisans*



**VENDOR INFORMATION KIT**

Toronto New Life Wellness Place Inc. in support of the  
Mennonite New Life Centre of Toronto (MNLCT)

**Holiday Arts & Crafts Marketplace 2017**  
Showcasing the artistry and creativity of local artisans

[marketplace@newlifeplace.ca](mailto:marketplace@newlifeplace.ca) [www.newlifeplace.ca/marketplace](http://www.newlifeplace.ca/marketplace)

MNLCT Charitable registration # 107691149RR0001 [www.mnlct.org](http://www.mnlct.org)



# Holiday Arts & Crafts Marketplace 2017

Where?	Toronto New Life Wellness Place 1774 Queen Street East Toronto, ON M4L 1G7 Phone: 416-699-4527
When?	Saturday December 2 <sup>nd</sup> , 2017 10:00 AM to 5:00 PM
Contact?	Shelly D’Mello Toronto New Life Wellness Place 1774 Queen Street East Toronto, ON M4L 1G7 Phone: 647-340-5433 email: <a href="mailto:marketplace@newlifeplace.ca">marketplace@newlifeplace.ca</a>
Important Dates	<b>Application Deadline:</b> Friday November 10 <sup>th</sup> , 2017 <b>Payment Deadline:</b> Friday November 10 <sup>th</sup> , 2017

The Toronto New Life Wellness Place is accepting applications for retail vendors interested in participating at the Holiday Arts & Crafts Marketplace 2017. We need dynamic, professional, local artisans with unique products and services. Please read and complete all sections of this application.

Specifically, the Toronto New Life Wellness Place is looking for vendors who can provide any of the following:

- Home and Holiday Décor – ornaments, fresh flowers, wreathes, figurines, centrepieces
- Arts & Crafts – candles, wood, glass, original paintings, sculptures and photos, knitting/crocheting
- Jewellery – stones, metals, beads, glass, and other alternative materials
- Toys, Games, Books – board games, wooden, plastic, plush
- Health & Beauty – skin care, soaps, makeup, scents
- Food and Drinks – packaged, prepared, ready to eat
- Fashion Accessories – scarves, mittens, gloves, socks, belts

The Marketplace 2017 will support the programs and services offered by affiliate organization the Mennonite New Life Centre of Toronto (MNLCT). All monies collected through the administration of this event will be donated to MNLCT whose mission is to help and support those who are new to the city and wish to make Toronto their home.

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# Vendor Information

<p><b>Vendor~ Table Space</b></p>	<p>Choice of one of the following table display* options:</p> <ul style="list-style-type: none"> <li>• Shared Display Table (1/2 of an 8 ft table)</li> <li>• 6 ft Display Table</li> <li>• 8 ft Display Table</li> </ul> <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><b>Event Promotion &amp; Advertising</b></p>	<p>The Holiday Arts &amp; Crafts Marketplace 2017 will experience visitors from a wide socio-demographic and geographic area as follows:</p> <ul style="list-style-type: none"> <li>• <b>Invitations</b> will be sent to clients of both the Toronto New Life Wellness Place Inc. (TNLWP) and the Mennonite New Life Centre of Toronto including a client and member base of over 4000 clients &amp; 200 partnering agencies in various sectors such as health, social services, education, finances and human resources.</li> <li>• <b>Advertisements</b> in newsletters, membership boards, publications and calendar listings.</li> <li>• <b>Door-to-Door Canvassing</b> in the immediate vicinity of the 1774 Queen Street East, Toronto, ON venue site including both residential and commercial.</li> <li>• <b>Poster &amp; Postcard Program</b> distributes posters and post cards to vendors and other affiliated business and organizations to be displayed in store fronts or on information boards.</li> </ul>						
<p><b>Application Process</b></p>	<p>To apply for a vendor exhibit space, each vendor must complete or provide the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed and signed application form (see attached)</li> <li><input type="checkbox"/> Photos* representing products to be sold at Marketplace 2017</li> <li><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?</li> <li><input type="checkbox"/> Product description – list of products, with a description and listed price, of what you will be selling at Marketplace 2017</li> <li><input type="checkbox"/> Reserve your Display Table of choice by making a donation to the Mennonite New Life Centre of Toronto (see Donation section below for further details)</li> </ul> <p>*Photos and Biography should be submitted electronically as separate attachments with your signed Application Form to <a href="mailto:marketplace@newlifeplace.ca">marketplace@newlifeplace.ca</a></p>						
<p><b>Donation</b></p>	<p>There is no fee to exhibit at Marketplace 2017 however a donation to the Mennonite New Life Centre of Toronto, outlined in the table below, ensures each Vendor of a display table and exhibit space as follows:</p> <table border="1" data-bbox="363 1247 1406 1520"> <tr> <td data-bbox="363 1247 683 1310"><b>1. Revenue Generated</b></td> <td data-bbox="683 1247 1406 1310">Donation of 10% of revenue earned at Marketplace 2017 remitted no later than 5:00 PM on Saturday December 2<sup>nd</sup>, 2017.</td> </tr> <tr> <td colspan="2" data-bbox="363 1310 1406 1341" style="text-align: center;"><b>PLUS</b></td> </tr> <tr> <td data-bbox="363 1341 683 1520"><b>2. Display Table</b></td> <td data-bbox="683 1341 1406 1520"> <ul style="list-style-type: none"> <li>• <b>Shared Display Table</b> (1/2 size of a 8 ft display table): <b>\$15 donation</b></li> <li>• <b>6 ft Display Table: \$25 donation</b></li> <li>• <b>8 ft Display Table: \$30 donation</b></li> </ul> <p>To be remitted at time of application submission at <a href="http://www.mnlct.org/donate">www.mnlct.org/donate</a></p> </td> </tr> </table> <p><b>**Please note that all donations made to the Mennonite New Life Centre of Toronto will be provided with a donation tax receipt to be used for tax deduction purposes.</b></p>	<b>1. Revenue Generated</b>	Donation of 10% of revenue earned at Marketplace 2017 remitted no later than 5:00 PM on Saturday December 2 <sup>nd</sup> , 2017.	<b>PLUS</b>		<b>2. Display Table</b>	<ul style="list-style-type: none"> <li>• <b>Shared Display Table</b> (1/2 size of a 8 ft display table): <b>\$15 donation</b></li> <li>• <b>6 ft Display Table: \$25 donation</b></li> <li>• <b>8 ft Display Table: \$30 donation</b></li> </ul> <p>To be remitted at time of application submission at <a href="http://www.mnlct.org/donate">www.mnlct.org/donate</a></p>
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<p><b>Sponsorship</b></p>	<p>Increase your business' presence at <b>Marketplace 2017</b> by taking advantage of a sponsorship opportunity:</p> <ul style="list-style-type: none"> <li>• Exclusive Sponsor: \$1000</li> <li>• Registration Bags: \$500</li> <li>• Refreshment Corner: \$500</li> <li>• Wi-Fi – \$500</li> </ul> <p>A sponsorship form is included in this package.</p>						

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# Holiday Arts & Crafts Marketplace 2017

## Vendor Application Form

**Application Deadline: Friday November 10<sup>th</sup>, 2017 by 5:00 PM**

Please email us at [marketplace@newlifeplace.ca](mailto:marketplace@newlifeplace.ca) along with:

1. This completed and signed Vendor Application Form,
2. Product/services photos,
3. Vendor mini-biography, and
4. Donation to reserve the Display Table (made at <http://www.mnlct.org/donate>)

### Vendor

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website and/or Media Links: \_\_\_\_\_

Product Description including list of all products, their descriptions and pricing (please attach a separate sheet if more space is required):

Type of Product	Product Description	Pricing	Other comments

Please check one of the following to choose your Display Table format:

- Shared Display Table** (1/2 size of a full 8ft? display table): **\$15 donation**  
Do you have someone you would like to share a table with? Please provide their full name and business name:

\_\_\_\_\_

- 6 ft Display Table: \$25 donation**  
 **8 ft Display Table: \$30 donation**

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M4J 1G7  
Telephone | 416-699-4527  
Email | [marketplace@newlifeplace.ca](mailto:marketplace@newlifeplace.ca)  
Website | [www.newlifeplace.ca/marketplace](http://www.newlifeplace.ca/marketplace)

### Payment

Donations can be made at <http://www.mnlct.org/donate>. All donations must be received no later than the application deadline of November 10<sup>th</sup>, 2017 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 \_\_\_\_\_

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## Exhibition Rules and Regulations

**LIABILITY:** Upon approval of this contract by an authorized Marketplace 2017 Representative, it is expressly understood that the Vendor has read and agreed to abide by the TNLWP liability policies outlined below:

The Toronto New Life Wellness Place Inc., hereinafter referred to as TNLWP, and all organization and individuals who are employed by or associated with it, in connection with the **Holiday Arts & Crafts Marketplace 2017**, 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 Exhibitor, 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:** TNLWP reserves 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 TNLWP, are to be paid by the Vendor.

**LOSSES:** TNLWP 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. TNLWP 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 requests for changes of this contract must be made in writing and forwarded to TNLWP via email to [marketplace@newlifeplace.ca](mailto:marketplace@newlifeplace.ca). Donations made to reserve the Display Table and Exhibit Space will not be returned under any circumstances.

**EXHIBITION SPACE SPECIFICATIONS:** Open-space tables vary in size depending on space reserved through your donation, 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 2<sup>nd</sup>, 2017.

Tear down will begin promptly at 5:00 PM on Saturday December 2<sup>nd</sup>, 2017.

**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 vicinity.

**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 Arts & Crafts Marketplace 2017. Merchandise must be displayed in a clean and uncluttered fashion.

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# Holiday Arts & Crafts Marketplace 2017

TNLWP invites you to show your support of local artisans by becoming a sponsor of Marketplace 2017.

Check one or more of the sponsorship opportunities listed below in which your organization is interested and return this contract to [marketplace@newlifeplace.ca](mailto:marketplace@newlifeplace.ca) prior to November 10th, 2017. All sponsorships must be paid in full at time of signing this contract to the Toronto New Life Wellness Place.

All sponsors are acknowledged and will be included in the **Holiday Arts & Crafts Marketplace Event Program** and **website**.

Sponsorship Opportunity	Recognition	Fee	
<i>Exclusive Sponsor</i>	Exclusive sponsor of the <b>Marketplace 2017</b> ; Signage throughout the exhibition venue; ¼-page recognition in Marketplace 2017 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 - 750 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 <b>Marketplace 2017</b> ; signage prominently displayed; recognition on website and Event Program.	\$750	<input type="checkbox"/>
<i>Opening Doors Wi-Fi</i>	Exclusive sponsor of "Free Wi-Fi" throughout Marketplace 2017; <b>Event Program</b> ; recognition on website and Event Program.	\$750	<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 and/or Media Links:	

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Make checks payable to "Toronto New Life Wellness Place".***

Please return this contract with payment to the address below:

Attn: Marketplace Coordinator  
Toronto New Life Wellness Place Inc.  
1774 Queen Street East  
Toronto, Ontario M4L 1G7

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