



Hyde Park Business Improvement Association

1124 Gainsborough Rd., London, ON N6H 5N1

<https://www.hydeparkbusiness.com>

"Businesses Working Together to Foster a Vibrant Community"

Hyde Park Christmas Market 2024 Vendor Policies and Procedures

The Hyde Park Christmas Market 2024 organization and bookings are operated by the Hyde Park BIA (HPBIA). The HPBIA reserves the right to include or exclude vendors at its sole discretion.

1. Event Dates and Times (excludes check-in and check-out)

- a. Saturday, November 30, 2024 → 2:00pm - 9:00pm
- b. Sunday, December 1, 2024 → 11:00am - 3:00pm

2. Location

Hyde Park Christmas Market 2024 will be held at the Hyde Park Village Green, 1695 Hyde Park Road. **The market will be hosted outside**, in tents provided by the HPBIA.

The Hyde Park BIA is located at 1124 Gainsborough Rd Suite 2, London, ON N6H 5N1.

3. Fees

- a. All fees must be paid by October 1, 2024, to participate in Hyde Park Christmas Market 2024.
- b. \$100 refundable deposit to be returned to vendors via cheque within 30 days of the conclusion of Hyde Park Christmas Market 2024.
 - i. **Vendors who close booths early, without approval from the HPBIA, will forfeit this deposit.**
 - ii. **This deposit is for all vendors.**
- c. \$0 fee for HPBIA member businesses to participate in Hyde Park Christmas Market 2024.
- d. \$200 fee for non-HPBIA member businesses to participate in Hyde Park Christmas Market 2024.
- e. \$0 fee for Youth Businesses, owned and operated by a Youth 18 years of age or younger. Proof of age may be required.

4. Payment

- a. Hyde Park Christmas Market vendors will pay by cash, e-transfer or cheque before the deadline date of October 15, 2024, or else your space will become available to other interested vendors.
- b. Cheques can be made out to the Hyde Park BIA, and e-transfers are accepted at info@hydeparkbusiness.com.
- c. No shows will be charged 100% of fees.

5. Cancellation Policy

- a. Vendors must give a minimum of 30 calendar days' written notice of cancellation (via email) prior to the event date.
- b. Once a replacement vendor has paid the space fee, the cancelling Vendor may be eligible for a refund at the discretion of HPBIA Staff.
- c. We understand that emergency situations arise but please be aware that we will not be able to provide refunds after November 1st.
- d. No shows will lose their deposit.

6. Tent and Table Information

- a. The location of your tent and table will be assigned to paid vendors one week prior to Hyde Park Christmas Market.
- b. All products sold must comply with all Federal, Provincial and Municipal laws and standards regarding the sale of these products.
- c. Vendor spaces measure roughly 6 feet x 3 feet. Vendors will be provided with one (1) 6-foot table and two (2) chairs.
- d. All displays must be deemed safe and aesthetically pleasing.
- e. Signage shall contain no misleading information.
- f. Common aisles must be kept clear of all equipment and stock. All additional equipment must be stored out of view within the assigned space.

7. Check-in:

- a. Check-in is available both Friday evening from 5-8pm, and on Saturday morning, from 11am-1pm.
- b. Vendors must be set up and ready to sell with vehicles parked offsite 1 hour before the event.
- c. The HPBIA does not guarantee the safety and security of vendor items. While there will be security overnight, the HPBIA suggests vendors take valuable items and products at the end of the evening, and not leave booth(s) unattended after set-up. Vendors are responsible and liable for the items in the tents.
- d. Vendors must supply their own equipment such as display cases, clothing racks, shelving, lamps, extension cords, etc. Tables and chairs will be provided.

8. Insurance

- a. Liability Insurance of \$2 million is required. A copy of this insurance will be required prior to the Hyde Park Christmas Market 2024.
- b. Vendor's insurance must note the Hyde Park Business Improvement Association and The Corporation of the City of London.
- c. Vendors requiring insurance can connect with the HPBIA for a low-cost option. Please email info@hydeparkbusiness.com if this is needed.

9. Check-out:

- a. Tables must be cleaned, with no garbage inside or around vendor spaces.

10. Sign

- a. All vendors must have a sign with the business name prominently displayed at the front of their booth.

Rules

- a. Vendors are prohibited from leaving Hyde Park Christmas Market early (unless in the case of an emergency - must be arranged with approval from the Hyde Park Christmas Market Team. Please call or text Ellen McGran at 226-636-0564). Vendor tents must be filled for the whole duration of the weekend. **After November 1, 2024, there will be no cancellations or refunds. No-shows will lose deposit.**
- b. Vendors will get their refundable deposit back if they stay the whole weekend and keep their tents tidy. This deposit will be given back via cheque within 30 days after the market.
- c. Vendors may not circulate through the crowd for the purpose of soliciting business. Any sampling must be done from the vendors' designated space.
- d. Vendors are not permitted to smoke in or behind vendor tents or in any area frequented by customers.
- e. Vendors shall not physically or verbally hinder any person(s), use inappropriate language, sublet their booth without permission or use sound equipment.
- f. If vendors have any complaints on the day of the event, please call or text Ellen McGran at 226-636-0564 and someone from the event will come to assist the vendor.
- g. Vendor booths may display or distribute pamphlets, brochures or other printed materials which promote products and/or services specific to that vendor.

11. Set-up and Take Down

- a. Vendors must have the tear down completed no later than an hour after the end of the market. NO vendor shall move vehicles/trailers/booths during Hyde Park Christmas Market 2024 operational hours without pre-arrangements made with the HPBIA. Leaving early will result in loss of deposit.
- b. All vendors are required to clean up their booth space and dispose of their garbage at the bins located on-site throughout the weekend. No supplies of any kind are to be left on site after tear-down Sunday.

12. Parking

- a. **There is no on-site parking at Hyde Park Christmas Market.**
- b. Vendor parking and unloading will be done at the Synergy Centre parking lot. Parking passes will be available for purchase for \$10. There are limited parking passes available.
- c. Vendors without parking passes are to park at Westpark Church or find parking in the community.
- d. Vendors who bring their vehicles onto the premises will lose their deposit and are liable for any damage their vehicle causes.

13. Food Vendors

- a. Food vendors must adhere to both **MLHU** requirements and **City of London requirements** in addition to Hyde Park Christmas Market 2024 policies.
- b. MLHU Requirements
 - i. Food vendors must complete and send in a [Notice of Intent to Operate as a Special Event / Market Vendor](#) form for each tent, food truck, trailer or food premises they are operating to the Middlesex-London Health Unit at least 14 days before the event.
- c. City of London Permit Requirement:
 - i. All vendors selling ingestible products must obtain a permit from The Corporation of the City of London, Parks and Recreation.
 - ii. City of London Business License Holders:
 1. Vendors with an existing City of London business license are required to purchase a single permit for \$40, covering all events throughout the year.
 - iii. Non-License Holders:
 1. Vendors without a City of London business license must acquire a separate permit for each event held on public property.
 - iv. Permit Fees:
 1. For City of London business license holders: \$40 for an annual permit covering all events.
 2. For non-license holders: \$127 per permit, applicable to each event on public property.
 - v. Validity:
 1. Permits are valid for the entire year for City of London business license holders, irrespective of the number of events.
 2. Non-license holders must obtain a separate permit for each public event they participate in.

14. Legalities

- a. All vendors must abide by all applicable municipal, provincial, and federal laws, bylaws, statutes, and regulations. The appropriate authorities can make periodic inspections of your vehicle/trailer/booth at Hyde Park Christmas Market 2024 during vending times.
- b. Vendor's insurance must note the Corporation of the City of London and the Hyde Park Business Improvement Association.
- c. All vendors' food must complete the City of London bylaw process, including, but not limited to fire inspection, if necessary for food trucks or where requested, and Middlesex London Health Unit forms if selling food. **All details must be submitted by November 10, 2024 at 1pm.**
- d. The HPBIA will not be responsible for any loss, damage, or stolen property, nor take responsibility for any injury of persons as a direct result of the vendor's booth/truck/booth/business.

15. Power and Safety Equipment

- a. Power is available to vendors. **This must be pre-arranged with the HPBIA at the time of registration.**
- b. All generators are required to be whisper quiet for event ambience, if generators are too loud then event organizer will remove/turn-off the generator.
- c. Vendors are not permitted to plug into street power, including the trees. If a vendor is found plugging into the street power or trees, the vendor loses their deposit. If a vendor plugs into the street power or trees and blows the power, the vendor will be billed for the electrical service call or repairs.

Questions, Comments, Concerns

If you have any questions, comments, or concerns, please contact us at info@hydeparkbusiness.com or call us at 226-636-0622.