Collingwood Downtown Christmas Market

2026 Vendor Application

December 11th & 12th

December 18th & 19th

Contact Name: _____ **Name of Business:** _____

Address: _____

City/Town: _____ **Postal Code:** _____

Origin of Products: _____

Telephone: _____ **E-mail:** _____

List of Products to be sold:

_____

Each vendor is allowed a 10' x 10' space for $75 each weekend (tax included)

Friday Evenings from 5-8pm

Saturday Afternoons from 12-3pm

Please indicate which weekends you are interested in attending:

December 11th & 12th ($75) ☐

December 18th & 19th ($75) ☐

Total due on acceptance of application: _____

(cash, cheque, credit/debit accepted)

Please note: All vendors must be set up 5pm on the Fridays evenings, and by 12pm on Saturday afternoons

Power for lighting will be accessible BUT all extension cords and lighting must be provided by vendor

Signature of Vendor: _____ **Date:** _____

Applications are due by November 20th, 2026

Collingwood Downtown
105 Hurontario Street P.O. Box 23, Collingwood ON,
L9Y 3Z4 705-445-5595
E-mail: sball@collingwooddowntown.com

Collingwood Downtown Christmas Market

2026 Vendor Application

Guidelines & Regulations

Location:

The Christmas Market will be held outdoors, along the sidewalk of Hurontario Street, from First to Fourth Streets in Collingwood's Downtown.

Market Operation:

• It is important to be prompt in your arrival. Vendors **MUST** be set up by 5 pm (Friday evenings, 12pm Saturday afternoons). After this time, vendors will **NOT** be allowed to set up.

• If you arrive after 5 pm or 12pm, you accept that the space you normally occupy may have been re-assigned.

• Vendors **MUST** let the market manager know whether they are **NOT** coming to the market for whatever reason.

Fees:

• The fee is $75/weekend (tax included). This includes both Friday & Saturday.

• Subletting of space is **NOT** permitted.

Allocation of Space:

• Each vendor space will be a maximum of 10' x 10'.

• Allocation of space is at the sole discretion of the COLLINGWOOD DOWNTOWN CHRISTMAS MARKET management and vendors may be moved at any time to accommodate special activities. Although every effort will be made to ensure continuous placement of vendors, no vendor is assured the same space each weekend.

• Vendors anticipating not being able to attend the Market are requested to give prior notice early in the week of which they do not expect to be present.

• Washroom facilities are located in the Bus Terminal on the Corner of Second and Pine or in the Arena on Hurontario Street.

Setting Up

• Each vendor is responsible for:

a) Bringing their own tent, table, weights, and display tools. It is very important that each tent is secured down properly. If market management deems your tent is not secured in a proper manner, you will be asked to leave the market

b) The only tents that are accepted at the Market are CAN/ULC-S109 and NFPA 701 for textile flammability as per the fire safety regulations

c) Bringing their own recycling and garbage can/box

d) Bringing their own containers (baskets, bags, boxes, etc.)

e) Bringing their own cash box and change

• Vendors must be set up before 5 pm (Friday evenings) or by 12pm (Saturday afternoons). Opportunity to set up earlier and stay later **Saturdays** ONLY.

• Reserved spaces not occupied by 5pm or 12pm may be re-assigned to other vendors.

• Vendors are required to ensure their area is free from garbage and left clean.

• For health and safety reasons, Vendors must stay within the space(s) allocated to them; no display / merchandise is allowed in the public walkways.

• No Vendor shall make any change or alteration to Town property.

• Vendors shall not block walkways, fire exits or other Vendors' spaces.

• Vendors will post their name and address in a prominent spot within their space.

• The COLLINGWOOD DOWNTOWN CHRISTMAS MARKET or management shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.

• The Manager, or designate, shall have the right to approve or disapprove any signs, decorations, or displays in the Vendor's space and to request changes or removal.

• Canopies, tents, umbrellas, etc. must be anchored by weights to ensure the safety of the public, as well as compliance with the fire and safety standards.

• Prepared Food Vendors must display their Simcoe County Health Unit approval certificate.

• The Vendor shall sell from their space(s) only those products, which have been pre-approved by the COLLINGWOOD DOWNTOWN CHRISTMAS MARKET management.

Vendor Responsibility

• Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the Market because of negligence or willful default on the part of the Vendor or their employees.

• The COLLINGWOOD DOWNTOWN CHRISTMAS MARKET will carry Public Liability Insurance on the Market area to protect the Market and participants, and to protect the BIA for their actions on behalf of the CDCM.

• Vendors should also contact their insurance agents to ensure that they are covered while participating in the market.

• Vendors shall label their items clearly by type and price.

• Vendors are responsible for always keeping their space neat and clean.

• At Market close, Vendors are required to remove all items from their space(s) and leave the area clean and rubbish free.

If a Vendor's area is not left clean, the manager will have the area cleaned at the Vendor's expense.

Regulatory Agencies

• Vendors are responsible for obtaining all permits required in the production and sale of their goods.

• Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the Vendor.

Penalties

• Any Vendor who contravenes any of the provisions of these Guidelines and Regulations is subject to the cancellation of their permit without refund.

Managing the Market

• The COLLINGWOOD DOWNTOWN CHRISTMAS MARKET may employ or select a Market Manager whose duty will be to supervise the Market and carry out the above guidelines.

Signature of Vendor: _____ **Date:** _____