

2026 LOCAL VENDOR HOLIDAY MARKETS

Indicate which market you are applying for (vendors may apply for both):

☐ **St. Joseph's Hospital, Cheapside Lobby (10 tables): Thursday, November 5th, 10:00am – 3:00pm**

☐ **Parkwood Institute Main Building, Auditorium (40 tables): Thursday, November 19th, 10:00am-3:00pm**

VENDOR INFORMATION:

Legal Business Name/Business Entity: _____

Owner's Name (Vendor): _____

HST Registration Number (if available): _____

Contact Name (if different from above): _____

Phone: _____ Other Phone, If applicable: _____

Mailing Address: _____

Email: _____ Bus. website: _____

PRODUCTS FOR SALE:

List up to five (5) product categories (i.e. jewelry, ornaments) you wish to sell at the Local Vendor Holiday Market. Only approved products may be displayed or sold.

1. _____

2. _____

3. _____

4. _____

5. _____

Please note: Any products not listed on this application may require additional review and approval by St. Joseph's Health Care London (St. Joseph's) prior to the event.

Vendor requirements:

- Must be located within Southwestern Ontario with products made/manufactured locally.
- Products must meet all the safety standards of St. Joseph's.
- All items must be approved by St. Joseph's prior to display and listed above or discussed in advance of the sales date.

Prohibited Products:

- Lingerie and/or undergarments
- Consumables; this includes but is not limited to baked goods, honey, supplements, tea/coffee.
- Counterfeit merchandise, and/or illegal substances
- Weapons or replica weapons of any kind; including but not limited to pocketknives, swords, etc.
- Fireworks, matches, lighters, cigarettes, cigars
- St. Joseph's is a scent free organization. Scented items (perfumes, colognes, lotions, candles, etc.) may be sold, however must remain in sealed packaging while on premises.

Application Requirements:

1. Vendors are required to apply no later than **September 10th, 2026**
2. St. Joseph's will inform all applicants of their status by September 30th, 2026, if approved. At that time further information will be shared with approved vendors.

Cost:

- \$100 per table (vendors currently participating in the St. Joseph's Local Vendor Program within the on-site stores receive a discounted rate; these vendors will be contacted if approved).
- Vendors may purchase up to a maximum of 2 tables per market day.
- Payment details will be provided to approved vendors by September 30th.

Setup Guidelines:

- When a vendor's participation at the market is approved, they will receive further instructions regarding entry doors/drop off areas and parking availability.
- Vendors are responsible for bringing their own trollies, wagons, for transporting products and displays inside.
- Vendors will be provided with **one (1) 6' x 3' table and two (2) chairs**.
- A maximum of **two (2) vendor representatives** permitted per table.
- Vendors are responsible for supplying their own table coverings, signage, displays, and product merchandising materials.
- Only products approved through the application process may be displayed and sold.
- Vendors must remain for the full duration of the market and may not dismantle displays or leave early, even if inventory sells out.

Facilities and Amenities:

- Standard parking is available on hospital grounds, however, is not reserved specifically for market vendors. Hospital parking is open to all individuals at the hospital including patients, visitors and staff, and cannot be guaranteed.
- Vendors are responsible for any parking fees associated with the event.

- Access to electrical outlets is not guaranteed. If this is required, please let us know.

Sales:

1. Sales are not guaranteed.
2. Items for sale must be clearly marked with a price tag.
3. The sales area will be assigned by St. Joseph's and must be adhered to by vendor.
4. Vendor is responsible for collecting fees associated with product sales.
5. Full cost of the sale of items is retained by vendor.

Management:

1. All vendors will be confirmed by email no later than September 30th, 2026 unless other accommodations have been agreed upon between St. Joseph's and the vendor.
2. In addition to meeting the vetting criteria above, the final decision to have items on sale at the Local Vendor Christmas Market is at the discretion of St. Joseph's.
3. If the number of vendor applicants exceeds the number of available tables (10 at St. Joseph's; 40 at Parkwood Institute), a random selection process will be utilized to select a vendor for fairness and transparency.
4. This agreement may be terminated by either party at any time by providing notice to the other party, in writing.

**** St. Joseph's is not liable for any loss to Vendor associated with the Local Vendor Holiday Market, including but not limited to broken or damaged items, lost or stolen items, loss of sale.**

**** Nothing in this Vendor application form, or any subsequent selection as the successful applicant shall be construed as an employment relationship or partnership between St. Joseph's and Vendor**

****All approved vendors are required to provide liability insurance (one day vendor insurance is acceptable)**

Vendor agrees to the above terms:

Print name: _____

Signature: _____ Date: _____

Return completed application to:

Volunteer Services

St. Joseph's Health Care London, St. Joseph's Hospital Room B4-048

Ph: 519-646-6100, ext 44050 or volunteerSJHC@sjhc.london.on.ca

**Approved vendors will be provided with additional information including
how to submit proof of insurance and payment**