



100 John West Way  
 Box 1000  
 Aurora, Ontario  
 L4G 6J1  
 Phone: 365-500-3166  
 Email: sreynolds@aurora.ca  
 www.aurora.ca

TOWN OF AURORA

**Aurora's Christmas Market**

**Aurora Town Square**

November 29, 30 and December 1  
 December 6, 7, and 8

**VENDOR APPLICATION FORM (please print clearly)**

Aurora's Christmas Market attracts a large holiday crowd to shop, participate in workshops, and watch a variety of entertainers and shows. We are excited to host this Top 100 Festivals and Events in Ontario at the brand-new Aurora Town Square (50 Victoria Street).

We are looking for vendors with high quality products, such as decorative holiday articles (wreaths, ornaments, décor), unique holiday gift items (clothes, jewelry, woodworking, pottery) and tasty products (desserts, candy, soups).

**\*\*This is an all-weather outdoor and indoor market taking place at Aurora Town Square\*\*  
 (Event will occur in snow, rain, wind, etc.)**

Please submit your applications by October 11, 2024, for the early bird fee to [sreynolds@aurora.ca](mailto:sreynolds@aurora.ca) or mail to Town of Aurora, 100 John West Way, Box 1000, Aurora, ON L4G 6J1, Attn: Special Events Division.

Name of Group/Company: \_\_\_\_\_

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

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

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (daytime/evening): \_\_\_\_\_ \*\*Email Address: \_\_\_\_\_

URL Website: www.\_\_\_\_\_ Social Media: \_\_\_\_\_

**I wish to receive notice of other Town events and programs via email (check box)**

Product Category:

- |  |  |
|--|--|
| <input type="checkbox"/> Food – Hot / Cold   | <input type="checkbox"/> Arts & Crafts     |
| <input type="checkbox"/> Jewellery           | <input type="checkbox"/> Clothing          |
| <input type="checkbox"/> Christmas           | <input type="checkbox"/> Health and Beauty |
| <input type="checkbox"/> Toys, Games & Books | <input type="checkbox"/> Other _____       |

Description of Items to be Sold: \_\_\_\_\_

*(If you are selling food, a health unit vendor application will be required)*

List of other festivals you have participated in: \_\_\_\_\_

**Early Bird Vendor Fee:**

Apply no later and while space is available by Friday, October 11. The non-refundable fee to participate is \$63.18 total including HST and a minimum \$20 product donation.

**Vendor Fee:**

Applications received after the early bird date will owe the non-refundable fee of \$113 total including HST and a minimum \$20 product donation.

**Vendor Space:**

Space provided will be approximately 8' x 8'. The market will take place both inside and outside at Aurora Town Square (including placement of vendors). Some outdoor vendors will be assigned a hut.

Confirmation of your space will be provided in October.

**Cancellation:**

All cancellation's must be communicated to [sreynolds@aurora.ca](mailto:sreynolds@aurora.ca) a minimum of 5 business days in advance of your scheduled date. If notice is not given vendors will not be permitted to participate in future markets.

**PREFERRED DATE:**

Vendors are permitted to participate on ONE day of Aurora's Christmas Market. Select your preferred date(s) by indicating your **1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice:**

Date	Preference
Friday, November 29 (5 p.m. to 9 p.m.)	
Saturday, November 30 (5 p.m. to 9 p.m.)	
Sunday, December 1 (5 p.m. to 9 p.m.)	
Friday, December 6 (5 p.m. to 9 p.m.)	
Saturday, December 7 (5 p.m. to 9 p.m.)	
Sunday, December 8 (5 p.m. to 9 p.m.)	

Please Note: Aurora's Christmas Market hours are subject to change with notice.

You will be notified within 10 business days of The Town of Aurora receiving your application, if your entry has or has not been approved.

**PAYMENT OPTONS:**

Please indicate what payment option you will be using for your vendor fee:

- Cheque       Credit Card

**Cheque:** Can be mailed to the Town of Aurora, 100 John West Way, Box 1000, Aurora, ON L4G 6J1, Attn: Special Events Division.

**Credit Card:** A staff person will follow up with you via phone call to collect payment over the phone.

**The Corporation of the Town of Aurora**

**ASSUMPTION OF RISKS, RELEASE OF LIABILITY,  
AND INDEMNITY AGREEMENT**

**BY SIGNING THIS DOCUMENT YOU ARE WAIVING CERTAIN LEGAL RIGHTS,  
INCLUDING THE RIGHT TO SUE – PLEASE READ CAREFULLY**

**TO:** The Corporation of the Town of Aurora, its members of council, its officers, employees, directors, volunteers, agents or representatives (hereinafter called the “Releasees”)

**ASSUMPTION OF RISK**

I \_\_\_\_\_ (the “Participant”) acknowledge that I wish to participate in Aurora’s Christmas Market (the “Event”) as indicated on the Christmas Market Vendor Application Form (the “Form”). I am aware that doing so may expose me to risks associated with or contributed to by natural and manmade terrain, climatic conditions, my own physical condition, actions of the “Releasees” and other third parties, vehicular traffic, tools and equipment and other hazards associated with the Event. I am aware that such risks may result in personal injury, illness, loss of life or property damage, and I freely assume these risks.

**RELEASE and WAIVER**

In consideration of my participation in the Event, I hereby, for myself, my heirs, executors, administrators, assigns, or any others who may claim on my behalf, covenant not to sue, and hereby waive, release and discharge the Releasees from any and all claims of liability for personal injury, illness, loss of life or property damage of any kind or nature, arising out of or sustained in the course of my participation in the Event. This Release and Waiver applies to all claims, foreseen and unforeseen, including negligence and breach of statutory or other duties of care, including those that may be owed under the *Municipal Act, 2001* and the *Occupiers’ Liability Act*.

**PANDEMIC OR OUTBREAK OF COMMUNICABLE DISEASE**

In the event any government orders are issued by the Province of Ontario in relation to any pandemic or outbreak or any communicable disease, the Town shall have the right to cancel the Event and terminate this Agreement without any liability to the Participants and without any compensation to the Participants.

Before, after and during the Event, the Participant shall abide by and ensure its staff and/or volunteers abide by any health and safety recommendations, or protocols put in place by any level of government in relation to any pandemic or outbreak of communicable disease.

**INSURANCE**

In consideration of my participation in the Event, I hereby agree to provide a Commercial General Liability Insurance Certificate to the Town as set out below:

1. Commercial General Liability insurance in an amount not less than Two-Million Canadian Dollars (\$2,000,000.00 CAD) per occurrence, naming The Corporation of The Town of Aurora as an additional insured. Such insurance shall contain a cross liability and severability of interest clause and shall include, but not be limited to, bodily injury including death, personal injury, property damage, including loss of use thereof, blanket contractual liability, Owner's and

Contractor's protective liability, contingent employer's liability, non-owned automobile liability, and products and completed operations coverage.

### **INDEMNITY AGREEMENT**

In consideration of my participation in the Event, I agree to hold harmless, indemnify and defend the Releasees from and against any and all liability, loss, claims, actions, causes of action, demands, costs and expenses, including reasonable legal expenses, which may be brought against or made upon the Releasees due to any personal injury or property damage to myself or any third party arising from my actions or the actions of my staff, and/or volunteers in relation to the Event.

### **Permission to Photograph and Record**

The parties agree that the Town may take photographs and make audio and video recordings ("Recordings") of my, or my organization's participation in the Event, which may include photographs and/or Recordings of me, my staff and/or volunteers which may be published in the Town's media publications including social media channels. I hereby consent to the use of such photographs and Recordings by the Town and hereby release the Town from any copyright claims in relation to same.

**I recognize that by signing this document I am waiving certain legal rights, including the right to sue.**

Name of Participant: \_\_\_\_\_

Address of Participant: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Date: \_\_\_\_\_