



# CreativeHub 1352

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## LAKEVIEW Artisan Market

### 2022 Vendor Information Package

The following document outlines general rules and regulations covering regular vendor activity at the market. All Vendor applications are to be submitted online at:

<https://www.creativehub1352.ca/apply-lakeview-artisan-market>

### CREATIVEHUB 1352

The Lakeview Artisan Market (“LAM”) is operated by CreativeHub 1352, a non-profit, charitable, community-driven organization which exists for the advancement of community cultural development through the arts, heritage, and environment sciences. One of many organizations and groups vital to the reuse of the Small Arms Inspection Building, all market proceeds will be reinvested into the market to support producers, artisans, farmers, and education.

### WHERE AND WHEN

#### LOCATION, DATE & TIME

The Lakeview Artisan Market is located indoors at the Small Arms Inspection Building (1352 Lakeshore Rd East, Mississauga ON L5E 1E9) and operates Sunday bi-weekly from 9:00am-2:00pm, for 8 total Market dates: June 19, July 3, July 17, July 31, Aug 28, Sept 11, Sept 25, and Oct 9. The LAM compliments the Lakeview Farmers’ Market, running Sundays from June 5th to November 27th, 2022.

**Arrival:** Vendor set-up time begins at 7:15am to 8:30am. All vendors are required to be ready no later than 8:45 am.

**Sales Times:** Vendors agree to occupy their allotted space for full market hours, 9am-2pm.

**Exit:** No vendor may begin tearing down their booth before 2:00pm. Teardown runs from 2pm-3pm.

**Absences:** Vendors unable to attend their agreed upon market days or stay for the full duration of the market must notify the Market Manager at least 48 before the market. *There will be no refunds for missed market dates and frequent absences may result in loss of space for the remainder of the season.*

**Delays:** Please contact your market staff in case of an unexpected delay on market day.

CreativeHub1352

Business Address: 6 Helene Street North, Mississauga, ON L5G 3B2

[info@creativehub1352.ca](mailto:info@creativehub1352.ca) [www.creativehub1352.ca](http://www.creativehub1352.ca)



**The market is open rain or shine. Unless otherwise communicated by the Market Manager due to extenuating circumstances, vendors are expected to attend the Market regardless of weather.**

## LOCATION AND FEATURES

The LAM is held at the Small Arms Inspection Building (“SAIB”), located in the south east area of Mississauga, at the intersection of Dixie Rd and Lakeshore Rd. W. The site is 1 km west of the Longbranch Go Station and the Mississauga/Toronto border, and within 5km of 35,000 homes in Port Credit and Long Branch.

- Lakeview Artisan & Farmers’ Market saw over 24,600 visitors in 2021;
- Adjacent to 15 hectares of outdoor space, waterfront trails and historic sites;
- Ample space for vendor booths;
- Free parking for vendors and visitors (150 spaces);
- Within walking distance of GO train station and Toronto and Mississauga bus transit;
- Onsite Valet Bicycle Parking;
- High visibility intersection at Dixie and Lakeshore Roads;
- Quick and easy access to major roads and the QEW;
- Strong marketing with nearly 5,000 followers across social media, 3,500 newsletter subscribers, and a bustling website with more than 35,900 yearly users, with opportunities for cross promotions through social media channels;
- Onsite music and community activities and a lounge area for visitors;
- Access to 18,000 sq. ft. light-filled indoor air-conditioned space;
- 2 loading dock access areas, 15amp power optional;
- Limited access to 6’ tables and chairs for emergencies, vendor use to be negotiated;
- Each vendor has an allocated space of 10’X10’, with a maximum of 2 10x10 spaces/vendor;
- Subletting is not permitted, the Lakeview Artisan Market Committee (“The Committee”) shall negotiate and allocate vendor location;
- Support of volunteers when available to assist with set-up and teardown;
- Well appointed indoor public washrooms.

## PAYMENT REQUIREMENTS

Payment for the entire season is due upon approval of market application via cheque, bank e-transfer or credit card.

**1) Cheques made payable in full to:**

*Small Arms Society - Creative Hub 1352, 6 Helene St. N., Mississauga, ON L5G 3B2*

**2) Via Bank E-Transfer to: [info@creativehub1352.ca](mailto:info@creativehub1352.ca)**

*Please indicate: “LAM Vendor Fee”*



## APPLICATION & FEES

### Special Exclusive Offer before May 15th, 2022

- \$45 per date for:

**Option A (5 dates):** July 3, July 17, August 28, Sept. 25, Oct. 9

**Option B (5 dates):** June 19, July 3, July 31, Sept. 11, Sept. 25

**Option C (6 dates):** June 19, July 17, July 31, Aug. 28, Sept. 11, Oct. 9

- \$45 per single (1) Sunday before May 15th, 2022\*

### After May 15th, 2022

- \$50 per date for the season for:

**Option A (5 dates):** July 3, July 17, Aug. 28, Sept. 25, Oct. 9

**Option B (5 dates):** June 19, July 3, July 31, Sept. 11, Sept. 25

**Option C (6 dates):** June 19, July 17, July 31, Aug. 28, Sept. 11, Oct. 9

- \$50 per single (1) Sunday after May 15th, 2022\*

***\*One-off tables are only available for new emerging start up vendors. Approximately 10 artisans each will be selected each for options A, B, and C.***

## VENDOR AGREEMENT

Contingent upon compliance of the 2022 LAM Rules & Regulations, each vendor upon paying their full 2022 vendor fees are guaranteed operation during the agreed upon 2022 dates. Vendors are required to abide by all regulations established by CreativeHub 1352 and the City of Mississauga while using the vendor space. Placement of vendor booths are determined by the market manager and may be changed at the discretion of the manager.

*Vendors are responsible for setting up their booth, providing their own booth supplies (tables, chairs, power cords, banners, linens, tents if desired, etc.), and the complete teardown and removal of their booth (including removal and proper disposal of refuse).*

## VENDOR/PRODUCT REQUIREMENTS

Commercial, mass-produced, re-sold, or manufactured items available on-line or at retail locations and items commercially produced in kits or goods made from kits **will not** be considered. All items must be original works of the artisan.

- Vendors should endeavour to bring enough products to last the entire day;
- We will make an effort to ensure that there is a balance of Vendors, so the Market is not

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saturated by any one type of product. No product exclusivity is given to any vendor at any time;

- Re-selling products purchased from other companies or vendors is not permitted;
- Vendors are required to inform the Committee if they will be introducing any new items other than what was originally agreed upon at the time of their application;
- Vendors are encouraged to be environmentally conscious, use minimal packaging and use paper instead of plastic bags wherever possible;

## PERMITS, LICENCES AND CERTIFICATION

- Vendors must obtain all necessary licenses and insurance for the sale of their products. Proof of Insurance Coverage will be collected and maintained by the Lakeview Artisan Market Committee, and must be provided when the vendor agreement is signed;
- Vendor certificate of insurance must name the City of Mississauga and CreativeHub 1352;
- Vendors must complete the [City of Mississauga Insurance Form](#);
- Vendors must comply with Provincial and Federal sales tax laws;
- Vendors, except non-profits, will be responsible for having the appropriate Ontario sales tax number for collecting the appropriate HST where applicable.

## Insurance Options

- **Option 1:** Coverage through vendor business insurance.
- **Option 2:** [Farmers' Markets of Ontario](#) has a discounted rate for members through their Market Vendor Member Program. First you need to register for a fee of \$25 + HST to access the discounted rate, and then choose between One-day (1), Four-day (4), or Twenty-six day (26) policy. The Certificate of Insurance can be used at all farmers' markets and special events. Be sure to select "Lakeview Farmers' Market" in your application. See [additional member benefits](#),
- **Option 3:** [Duuu Insurance](#) at \$15 + HST per day. If attending more than one day, a separate policy for each market date must be purchased.
- **Option 4:** Other insurance companies may offer a similar vendor insurance

***Insurance Certificates must name and include the City of Mississauga and CreativeHub 1352.***

## AMENDMENTS TO VENDOR REGULATIONS

Vendor regulations may be amended at any time at the discretion of the Committee and approval of the CreativeHub 1352 Board of Directors. In the event the Market were to be shut down for any reason including but not limited to weather issues, facilities issues, regulatory issues made by the City of Mississauga (owners of the building) or any other circumstances, CreativeHub 1352 is not liable for any damages, whether direct or consequential, resulting from the revocation of the Lakeview Artisan Market Vendor contract.

***It is expected that Vendors will fully comply with the Artisan Market Regulations as set out in this document.*** Failure to do so may be grounds for termination of the Vendor Agreement. Acceptance of the Vendor Application and ongoing permission to attend the Market is at the discretion of CreativeHub 1352.