

HEADINGLEY HOLIDAY MARKET 2025 GUIDELINES

The Headingley Holiday Market Committee is committed to ensuring the best possible experience for both the vendors and the shoppers. Final vendor selection is done by committee vote and will take into consideration variety and quality. This year we will be moving into the new Headingley Community Center gym in addition to our previous space. We are inviting crafters and food and beverage vendors to apply.

Date/Hours: Friday, October 17, 2025 11:00 am - 7:00 pm
Saturday, October 18, 2025 10:00 am - 4:00 pm
Doors open one hour earlier for vendors.

General Admission: \$2.00

Location: Headingley Community Centre
5353 Portage Avenue
Headingley, MB

Auction: **If successful**, each vendor will be required to donate one item, with a minimum value of \$25.00, toward our Rainbow Auction.

Space: Organizers will do their best to accommodate requests; however, location assignment is at the discretion of the show coordinators. Booth locations will be finalized in late September.

Services: Limited electricity is available along wall booths only.
Vendors must supply their own extension cords.

Furnishings: One (1) 8' x 2.5' table and 2 chairs will be supplied. Any other furnishings are the responsibility of the crafter but must not violate the space assignment or interfere with other displays.

Cost: 6 x 10 – \$75.00, 8 x 10 – \$100.00, 10 x 10 – \$125.00

Display: Vendors must decorate their booths in an attractive manner. Tables should be draped to the floor and all boxes stored out of sight. Table coverings will not be provided. No tape allowed on drywall. It may be used on lower portion of the wall (wood paneling) in the main auditorium.

Set Up & Take Down: Successful vendors will get information on which doors to use to load and unload. There will be volunteers to assist you in finding your booth area. We request that all items are unloaded as quickly as possible, and vehicles moved to the parking lot, before unpacking for the sale. We request that all items are packed and ready to be loaded at the end of the sale.

Set Up: Thursday, October 16th 4:00 pm - 7:00 pm

Take Down: Saturday October 18th. After 4:00 pm
Vendors must not commence take down until after the show is closed.

Parking: Free Parking

Canteen: Back by popular demand - Canteen will be available with food for purchase.

Payment: If successful, payment can be made by e-transfer or cheque. Successful vendors will be notified of payment process.

Registration

Refunds: Registration refunds for cancellations will be provided as follows:

Cancellation rec'd by June 1, 2025	Full refund
Cancellation rec'd by July 1, 2025	50% refund
Cancellation rec'd after August 1, 2025	No refund

(Extenuating circumstances considered on individual basis)

Security: The Headingley Community Centre is a public building. An alarm system is in place for the building; however, **there will be NO ONSITE SECURITY during off hours.** Please ensure you have appropriate insurance coverage or participate in the sale at your own risk