



WINTER WHISKERS HOLIDAY MARKET

Saturday November 26, 2022 | 12:00–5:00 PM |

LORELEI-BEAUMARIS COMMUNITY HALL

16220 103 St NW, Edmonton, AB T5X 3A9

PRESENTED BY HELP A BUDDY FUND

In support of: Pit Bulls for Life Foundation, ARTS Senior Animal Rescue, and Greater Edmonton Animal Rescue Society (GEARS).



OVERVIEW

Help A Buddy Fund is organizing Winter Whiskers Holiday Market; the first market of its kind supporting three Edmonton based animal rescues; Pit Bulls for Life Foundation, ARTS Senior Animal Rescue, and Greater Edmonton Animal Rescue Society (GEARS).

This market will feature local vendors, pictures with Santa, concession, and raffles, and it's all happening on Saturday November 26, 2022!

We are currently seeking vendors for the event; all details can be found in this package. For questions, please reach out to Help A Buddy Fund Treasurer/Event Organizer, Becky, at helpabuddytreasurer@gmail.com.

EVENT FORMAT & TIMELINE OF EVENTS

Winter Whiskers Holiday Market will consist of:

- ❖ Marketplace of 30 local vendors.
- ❖ Outdoor pet photos with Santa/Grinch Santa.
- ❖ Silent auction or raffle (prize dependent), and 50/50 draw.
- ❖ Concessions with baked goods and hot chocolate for sale.
- ❖ Event admission by donation (either cash or supplies).

Timeline of events:

- ❖ Summer 2022 - vendor recruitment.
- ❖ September to November 2022 - event marketing, including social media, newsletters, and other outlets.
- ❖ Day of event, November 26, 2022:
 - 10:00AM-11:00AM; hall setup (tables and chairs for vendors, outdoor photobooth).
 - 11:00AM-11:45AM; vendor move in and setup.
 - 12:00PM-5:00PM; event runs, including pre-scheduled pictures with Santa.
 - 5:15PM-6:00PM; vendor teardown and move out.
 - 6:00PM-6:30PM; final hall teardown (clean and move out inspection with hall contact).
- ❖ December 2022 - final event reporting and fund distribution to rescues

VENDOR INFORMATION

Interested in becoming a vendor? Here's what you need to know:

- We have event space for 30 vendors, with a requirement to have at least 60% of our tables as homemade/non-MLM based vendors. Help A Buddy Fund will be screening vendors to limit product saturation in the market.
- The table fee instructions are as follows:
 - You have two options for your table fee:
 - \$30 non-refundable table fee plus a minimum \$20 in kind donation for our silent auction/raffle, or
 - \$50 non-refundable table fee.
 - Table fees are eligible for a receipt for business expense purposes, and in-kind donations are eligible for a tax receipt.
 - Deadline to pay the monetary portion of your table fee is **September 30, 2022.**
 - Table fees are paid via e-transfer
- Each vendor will be promoted on social media and our website leading up to the event.
- At the event, each vendor will have their own 6 ft table, and two chairs if they wish.

FAQ

Why are you organizing this event?

Help A Buddy Fund was established to support rescues with the costs associated with long-term fosters or sanctuary animals. The goal of this event is to partner with and provide fundraising support to local rescues.

How do I sign up to be an event vendor?

Please fill out the [vendor application](#) form before August 31, 2022. Our team will be in contact within 7 days of your application with a response and instructions for your table fee e-transfer payment.