



A New Pop-Up Shop Experience!

Introducing a new pop up experience in the heart of Downtown London!

The Covent Garden Market is pleased to present new pop up locations for vendors- available for daily rent, innovative artisans can set up shop in our pop up shop locations. Perfect for online entrepreneurs who want to have occasional space to meet their customer base. This space fits one or two artisans, has lots of space to set up items on tables and hang them on walls. We are hand picking vendors who are looking to expand their businesses, have the skills to market themselves and want to pop up in the Market! The ideal pop up vendor is an innovator with a beautiful handmade product who wants to introduce their product to the world. The space is equipped with one 8ft table and 2 chairs, however you are free to bring any decorative pieces to add your own touch to the space. Please fill out the application below to become part of our new pop up shop experience.



POP UP SHOP APPLICATION FORM

Name of Applicant: _____

Name of Business: _____

Address: _____

_____ Postal Code _____

Telephone (Bus) (____) _____ (Cell) (____) _____

Please fill out the above that is applicable:

Website: _____

Instagram: _____

Twitter: _____

Facebook: _____

Category of Application (Check one): *Canadian made products are given preference.*

Art _____ Jewelry _____ Crafts _____ Specialty Products _____

Other _____

List and describe items to be sold: _____

Describe how and where the items are made:

Please list other Markets/Pop Up spaces/ Festivals you have attended: _____

Please check which space you are interested in:

- 1) Second floor Mezzanine Pop up Space
- 2) Main floor, Talbot entrance Pop up Space

Dates and time of interest:

Please complete, sign, and return this form to Amy Shackleton at
**130 King Street, London, Ontario N6A 1C5. Phone: 519-439-3921 Fax: 519-439-4281 OR to
email address: ashackleton@coventmarket.com**

Signature: _____

Date: _____

POP UP SHOP POLICIES

(For Your Record)

Regulations:

1. All products sold must comply with all Federal, Provincial and Municipal laws and standards regarding the sale of these products.
2. Covent Garden Market reserves the right to schedule the rotation of pop up vendors to provide a changing selection for customers. Location is considered upstairs unit or downstairs unit to be determined at time of approval of application.
3. The reservation dates will be allocated in a manner viewed as being in the best interest of Covent Garden Market.
4. If, in our opinion, a pop up vendor is not making a positive contribution to Covent Garden Market or is the recipient of complaints concerning product, attitude or general behavior, then the pop up vendor may lose his/her right to sell within Covent Garden Market. Covent Garden Market will not be obliged to refund any rental payments.
5. Pop up vendor's merchandise must be displayed in a manner approved by Covent Garden Market. Tables and chairs are the only equipment pieces provided to a pop up vendor if vendors choose to use them.
6. The pop up vendor must supply his/her own equipment such as display cases, clothing racks, shelving, lamps, extension cords, etc. Covent Garden Market reserves the right to limit the total electrical amperage to the assigned rental space.
7. All displays must be deemed safe and aesthetically pleasing.
8. Signage shall contain no misleading information.
9. Common aisles must be kept clear of all equipment and stock at all times. All additional equipment must be stored out of view within the assigned rental space.
10. Pop up vendors are solely responsible for set up, break down and clean up of the assigned rental space.
11. Loading and unloading is permitted in the designated loading zones only. Parking is not permitted in these areas. Pop up vendor is responsible for their own parking.
12. The Market reserves the right to deny any potential vendor or refuse any products.
13. The applicant will be solely responsible for all loss, costs, damages and expense of any kind whatsoever resulting from, arising out of, or incidental to the use of the Covent Garden Market Corp. space.

Hours of Operation:

1. Pop up vendors may be fully operational any time between 8:00am-7:00pm Monday to Saturday and 11:00am-5:00pm on Sundays. We ask for a minimum operational time of 10:00am-4:00pm.

Market Hours

Monday to Saturday 8:00 a.m. – 7:00 p.m.

Sunday 11:00 p.m.—5:00 p.m.

2. Pop up vendors are required to vacate the Market premises at the time of closing. Covent Garden Market’s hours, which are subject to change at the discretion of the Landlord.
3. Required number of days for usage: We require 1 day minimum and 3 consecutive days as a maximum. Repeating vendors will be allowed a maximum of 3 times per month at the discretion of the Covent Garden Market.

Requirements:

1. Pop up vendors will complete a Temporary Occupancy License Agreement.
2. Proof of liability insurance in the amount no less than 2 million dollars must be provided to Covent Garden Market at the time of booking. A certificate of insurance may be purchased at Covent Garden Market at the time of booking if necessary.
3. Pop up vendor will pay for the rented space by cash, e transfer or cheque 10 days prior to the date of the rental.

Rates:

1. Pop up vendor rates per day are as follows:

Rental Fee	\$50.00
<u>HST on rental</u>	<u>\$6.50</u>
TOTAL	\$56.50

Liability Insurance of \$2 million is required by the City of London. A copy of this insurance will be required at the time of booking. If you do not have insurance, you may purchase the liability insurance from the Covent Garden Market. The insurance fee is as follows and will be collected at the time of booking:

Insurance cost	\$30.25 (this is good for 3 consecutive days)
Administration fee	\$5.00
<u>HST on Admin fee</u>	<u>\$0.65</u>
TOTAL:	\$35.90

Payment:

1. Pop up vendor payment must be made in full 10 days **prior to occupancy**.
2. Rental payments must be made in cash, e-transfer or by cheque payable Covent Garden Market Corporation. Receipts will be issued upon payment.
3. No shows will be charged 100% of the rental fees.
4. Cancellations must be received by Covent Garden Market by 4 P.M. of the previous day.
5. Pop up vendors, who have repeatedly cancelled, will lose their privilege to book a date in the future or could lose dates that are tentatively booked.