



Vancouver Christmas Market Inc.
PO Box 47057 Denman Place, 1020 Denman Street
Vancouver, BC Canada V6G 3E1
info@vancouverchristmasmarket.com
www.VancouverChristmasMarket.com

Market Facts

- Set-up starts November 12, 2017 / Dismantling ends December 29, 2017
- Market opens November 22 and closes on December 24, 2017
- Daytime event
- Opening hours 11 am to 9 pm
- 75 vendors, some of those from Europe
- Entertainment and show

Organizer: Vancouver Christmas Market Inc.

- The General Manager, Operations & Logistics Manager and the Ticketing Manager of the Vancouver Christmas Market will be on site with a team of five event coordinators dedicated to a specific operation of the market.
- Paid event staff will cover the permanent positions as ticketing, visitor management, kid's activities, entertainment, vendor support, info booth.

Garda World

- Garda World is providing the security service on the market.
- During market, hours there will be 5-8 security officers dedicated to the entrance and exit situation.
- During off-hours and set-up and dismantling 3 security officers cover the asset protection by roaming all the time on site.
- Vancouver Convention Centre is providing additional staffing during construction
- We also have a CSO member on site during construction days

Load in and out procedure

- 13/ 14 of November are unloading dates for construction material for the entire market.
- This is coordinated with a schedule provided by Lukas Construction and Phoenix trucking company.
- The unloading zone of the VCC will be used at 1055 Canada place.
- Security is coordinated between the VCM, the VCM CSO and the VCC security and traffic control
- 20,21 of November are the unloading dates for the Vendors
- VCM will provide the Vendors with a detailed schedule for each Vendor for their individual unloading times at VCC unloading zone.
- Security on the unloading area and site is coordinated between the VCM, the VCM CSO and the VCC security and traffic control
- For the duration of the market, parking space is reserved at the Impark at 1055 Canada Place by VCM for the daily deliveries of the vendors.
- Dec 26th is the load out date for the vendors.
- VCM will provide the Vendors with a detailed schedule for each Vendor for their individual loading times.

- Security is coordinated between the VCM, the VCM CSO and the VCC security and traffic control.
- 26th-29th of Dec are the load out dates for the construction material for the entire market.
- This is coordinated with a schedule provided by Lukas Construction and Phoenix trucking company.
- Security is coordinated between the VCM, the VCM CSO and the VCC security and traffic control.

Exhibitors / Vendors

Category	Vendor	Product
MERCHANDISE		
Merchandise	ALMA Headwear	Custom touques and accessories
Merchandise	Alpine gifts	Collection of bags and accessories made from felt Austria
Merchandise	A.M. Schoko	German chocolate creations
Merchandise	Art of Soap	The Art of Soap Decor soap
Merchandise	Candy Meister	German Candies
Merchandise	Cultural Hut	Local Arts Organization
Merchandise	Eco Books 4 Kids	Locally produced kids books
Merchandise	Ecofair Trading	Fairtrade gifts
Merchandise	Engin & Dennis glass design	Glass bowls, plates and more
Merchandise	The Sweater Shack	Ugly Sweaters & Ugly Sweater Ornaments
Merchandise	German Steins	German steins
Merchandise	Gingerbread Haus	Gingerbread
Merchandise	Herrnhuter Sterne	German Décor
Merchandise	Honeybee Centre	Local honey
Merchandise	Ideal Handcrafted Jewelry	Made in Spain. Handcrafted jewelry. Ranging from rings and bangles to pendants and earrings featuring Swarovski crystals wrapped in stainless steel, fusing metal and cryst
Merchandise	Kenziocardco.	Card collection
Merchandise	Kaethe Wohlfahrt (KW Façade)	German Christmas décor
Merchandise	Little Handcrafts	Locally produced Christmas ornaments
Merchandise	MisH Mash	Fairtrade Christmas ornaments
Merchandise	Natural Handmade Soaps	Handmade soap
Merchandise	Nepal Winter Wear	Knitted hats
Merchandise	Okanagan Spirits	Local spirits
Merchandise	Photo Hut	Photo taking incl. props and printing on site
Merchandise	Provence En Couleur	Olive Wood Kitchenware, Marseille Soap, Pottery
Merchandise	Raincity olives	A variety of olive products
Merchandise	Sonnentor Tea	Austrian Tea
Merchandise	Stickservice Vogel	German Embroidery
Merchandise	Stollenhaus	German bread + Stollen

Merchandise	Stoneheart Designs	Local Jewelry
Merchandise	Taste The Wild	Dried Mushrooms
Merchandise	Troika	Innovative Keychain from Germany
Merchandise	The Hartmont Candle Company	Candles
Merchandise	The Nutcracker House & Lauscha Glass & Ornaments	Nutcrackers etc German glass ornament
Merchandise	The Woodman	Handcrafted wooden gifts
Merchandise	Unique Glass Ornaments	German glass ornament
Merchandise	VCM Merch + Carousel	VCM Merchandise
Merchandise	Wild Goose winery	Local Wine
Merchandise	Winterbourne Alpaca	Alpaca shawls
Merchandise	Yo Sox	Fun sox

The food vendors are Vancouverites with German or European heritage. Many of them have done other festivals before so they are familiar with the regulations of food safe, propane use, 2-compartment sinks, hand wash stations, fire prevention etc.

Category	Vendor	Product
FOOD & BEVERAGE		
F & B	Bavarian Hut Beer & Pretzels	Beer & Pretzels
F & B	Chimney Cakes	Eastern European Style Cakes
F&B	Churros	Deep fried dough pastry
F & B	Das Kartoffelhaus Hurricane Potatoes	Potato pancakes & potato curls
F&B	Das Apfel Haus	Hot white mulled wine and cider
F & B	Spaetzle Haus	German style Pasta
F & B	Das Schnitzelhaus	Schnitzel
F & B	Das Waffelhaus	Waffles & hot chocolate
F & B	Freybe Brat Haus	Sausages
F& B	Eat Fish	Salmon skewers
F & B	Gulasch	Austrian style soup
F & B	Haxen Haus	grilled pork knuckles
F & B	I Love Chocolate	Chocolate fountain & hot chocolate
F & B	Breka Bakery	Pre-cut cakes, cookies & coffee
F & B	Cannoli King	Italian style Cannolies
F & B	Perogies	Polish style potato dumplings
F & B	Schnapps! Coffee Haus	Specialty Coffees
F & B	Taste The Wild (Food Hut)	Wild mushroom soup
F & B	Traditional Glühwein & FZB	German Christmas Drinks

Beverages

- Soft drinks at any food booth available
- Non alcoholic hot beverages as hot chocolate, hot cider, coffee at different food booths available
- Gluehwein (mulled wine) & Hot fruit drink without alcohol
Made with electric dispensers for heating up the wine
- Feuerzangenbowle (mulled wine) & Hot fruit drink without alcohol
Made with electric dispensers for heating up the wine
- European beer providers
- Draught equipment

- Specialty coffee ,1 oz of Brandy or Apricot Schnapps with coffee brewed by electric coffee maker and topped with whipping cream from refrigerated dispenser
- Eggnog supplied by Dairyland blended in electric blender with ½ oz of rum & ½ oz of Brandy & nutmeg

Retail Space Kaethe Wohlfahrt

- VCM will provide a large space inside its ‘warming tent’ for retail purposes; the big vendor with German Christmas decoration Kaethe Wohlfahrt uses the space as their retail location.

Biodegradable dishes / VCM collector mug

- To avoid unnecessary waste VCM will offer a collector mug with each serving of Gluehwein, Feuerzangenbowle, coffee, etc. for CAD \$5.00. The mugs have been proven to be very successful and we believe that many visitors will purchase this mug option. All other servings will be presented in a biodegradable cup.
- All food vendors use biodegradable dishes. Over 70% of our waste is converted into organics, recyclables and refundables.

New this year

- We are featuring a 30 ft walk in Christmas tree with twinkling lights for photo ops

Kids Activities

- We have a carousel on the market; further we have incorporated some kids activities at 3-5 vendor booths: building Christmas ornaments, decorating gingerbread, etc.
- Scavenger hunt for kids between the age of 3-6 (Find the special star around the market) and for kids ages between 7 - 13 (answer questionnaire at 10 designated stations). By returning the filled questionnaire to VCM staff they will receive a gift in exchange.

Access Control

Entering the market

- To create a controlled and secure area, we will ask for a nominal admission fee to enter the market.
- Admission CAD \$5.00 (for week days from 11 am until 2 pm) or CAD \$10.00 all other times, \$1 off for seniors, admission for youth ages 7-12 CAD \$5.00
- With the paid admission fee the entering visitor is counted, so we can track how many people are on the plaza.
- For an extra \$1, every visitor receives a season pass to come again.
- We will use one main entrance and create the queuing area in front of main entrance facing Canada place and Thurlow. We will have volunteers assist with line up management as not to disturb the regular traffic flow.
- At each hut serving alcohol customer will be ID (2 pieces of ID are necessary)and once age is verified they will receive a stamp before the order is being processed.
- To minors no alcohol will be served.
- If stamp is worn off they have to be ID again before reapplying and served alcohol

Leaving the market

- At the exit gate the people leaving are counted as well. So we can keep track of the # of visitors.
- We can also avoid that people are leaving the market with cups / bottles in their hand.

Smoking

- Smoking is not allowed on the market

Dogs

- No dogs are allowed on the market unless they are service dogs

Safety

Fire extinguisher

- Fire extinguishers are provided in all huts

First Aid

- During the market hours 1 licensed security officer with Occupational First-Aid Level 2 will be on site.

Evacuation

- For emergency case boards with directions for exits etc. will be placed on the market. We have emergency exit signs at all exit doors as well emergency signs all lit around the market.

Temporary Structures / Technical infrastructure

75 Wooden huts

- The huts are made out of spruce wood frames, plywood floor and a very stable construction.
- Concrete drawings are provided

Tent 40*95 tent by Apex tent

- Large tent has a retail area for Christmas gifts & souvenirs + eating & sitting area

Pyramid

- This is a steel and wood structure ,engineered and approved representing a Christmas pyramid .On the bottom is our mulled wine space ,on the second floor is our stage equipped with a movable staircase and railings all the way around, on the third our angel display .

Fences

- Regular high construction area fences, metal 6ft tall

Decoration

- Large nutcrackers & assorted Christmas props for decoration

Décor & signage for the market

- Lighting: warm light decoration for the whole market, miniature outdoor Christmas lights covering the trees, stands & perimeter, Herrenhuter Stars on each hut.

Technical infrastructure

- Power supply, distribution to approx. 75 huts, stage, carousel, other service areas (sanitary, shelters)
- Water supply according to Coastal Health need to approximately 22 Huts

- Heaters electrical - app. 35 Units
- Waste collection - daily
- Sanitary – Toilets adapted for number of people
- We have public washrooms down the stairs of Jack Pool Plaza, 8 each men and woman in total of 16
- We are providing 2 additional HC washrooms on site
- Technical equipment for stage - P.A. System/Amp/Speakers/Lighting
The sound system has a decibel range of 50 to 70