



## 12 Days of Christmas Market Vendor Application Form

The Haven Shelter & Services is looking to host its first 12 Days of Christmas Market. Our hope is to raise money for the shelter, and give our community a chance to shop local with local artisans and vendors. We are hoping with your help and the help from our community, we will be able to create a wonderful holiday event. Please fill out the form attached if you would like to participate at our event. Also feel free to tell any other craft creators you feel may want to participate at our market.

### Company Info:

Company Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_

### Individual Contact Info:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Type of products:

- ☐ Fine Art ☐ Handmade ☐ Jewelry ☐ Local Artist  
☐ Craft ☐ Clothing ☐ Fabric Art ☐ Food ☐ Books ☐ Pottery ☐ Woodworking ☐ Dolls  
☐ Cards ☐ Sculptures ☐ Canvas Art ☐ Illustrations  
☐ Other \_\_\_\_\_

List of items to be sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Information you feel we should know: \_\_\_\_\_

Exhibitor requests the following booth size and agrees to pay the following booth rental fee (check one):

**Deadline Nov. 3, 2017** | Early Bird Space (10 x 10') \$50.00 x \_\_\_\_\_ \* = \_\_\_\_\_ (\* = # spaces needed)

**Deadline Dec. 1, 2017** | Vendor Space (10'x10') Space \$75.00 x \_\_\_\_\_ \* = \_\_\_\_\_ (\* = # spaces needed)

Electricity is available on a limited, first come/first serve base. Electrical power will be provided to those tables paying the additional fee of \$10. Vendors must provide their own electrical cords and lights.

Do you require electricity? ☐ Yes ☐ No

If yes, add \$10 \_\_\_\_\_

TOTAL: (add up all above) \_\_\_\_\_

**Crystal Bowl Raffle:** As part of the fundraiser, we are asking each exhibitor to donate an item to be used in our crystal bowl raffle at the market. Funds raised from the raffle will benefit the work and mission of Haven Shelter & Services. Please provide us with a detailed description of the donation and photo/ link:

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**Payment:**

Method of Payment: ☐ Check ☐ Visa ☐ MC ☐ Discover ☐ AMEX ☐ Cash

Please make **checks payable to The Haven Shelter & Services.**

Total Payment Enclosed: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Mail or email\* all by December 1 to:

**The Haven Shelter & Services**

**P.O. Box 1267**

**Warsaw, VA 22572**

**or**

**info@havenshelter.org**

\*If paperwork is emailed, the application will not be active until the fees are received.

By completing a 12 Days of Christmas Market application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Thank you for your interest in the 12 Days of Christmas Market. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification.

For more information, please email Gabrielle Allen, Community Relations Coordinator at [gabrielle.allen@havenshelter.org](mailto:gabrielle.allen@havenshelter.org).

Thank you for your support and we look forward to seeing you on December 9<sup>th</sup>.

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**\*\*Office use only below this line\*\***

**Date Registration Received:** \_\_\_\_\_ **Payment Received** \_\_\_\_\_ **Payment**

**Method:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

**Date Confirmation Emailed:** \_\_\_\_\_ **Space Assignment:** \_\_\_\_\_

### Terms and Conditions

1. **Setup/ Break Down:** All Exhibitors must be set up and **ready to sell by 9:30 am** the day of the market. Exhibitors may begin setting up at **8:30 am** the day of the Fair. Break down can start no sooner than 4:00pm on Saturday and must be completed by 5:30 PM. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. \*Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** Exhibitor tables/ booths must be manned at all times and intact until show closes at 4 p.m. The Haven Shelter & Services is not responsible for merchandise or display materials.
3. **Exhibitor Items:** If participating as a vendor, The Haven Shelter & Services reserves the right to have items removed that are considered inappropriate.
4. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Haven Shelter & Services expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the market.
5. **Exhibitor conduct:** No alcohol or drugs will be part of this event and anyone found in possession of or under the influence of alcohol or drugs will be removed from the property.
6. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
7. **One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of the Haven Shelter & Services. However, multiple products and trades are acceptable.
8. **Acceptance:** The Haven Shelter & Services reserves the right to decline any application for space if it deems such action to be in the best interest of the Christmas Market.
9. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
10. **Electricity:** Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Electrical service requires an additional fee.
  - a. Outlets are NOT guaranteed without reservation.
  - b. Extension cords are not included in the fee and must be provided by the Exhibitor.
11. **Cancellation of space:** Application fees are not refundable. The Haven Shelter & Services is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
12. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the Haven Shelter & Services and The Rappahannock Church of Christ from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the 12 Days of Christmas Market
13. **Applications:** Application forms also available at the Haven Shelter & Services and at [www.havenshelter.org/christmasmarket](http://www.havenshelter.org/christmasmarket)

Name: \_\_\_\_\_ Date: \_\_\_\_\_