

**Vendor Application Form**

Here at The Haven excitement abounds when we think of the 12 Days of Christmas Market and it gets our joyous heart’s pumping.  But, we cannot make this event happen without some talented people and their products.  We hope you will consider and commit to being a vendor this year to help support The Haven.  Below you will find the Vendor Application.  Please fill this out and send it back so we are able to reserve your spot!

**Event Date, Time & Location:**

Saturday & Sunday, December 5-6, 2020

10:00am-4:00pm/ 12:00-4:00p.m.

Richmond County Fairgrounds

315 Community Park Dr.

Warsaw, VA 22572

**Company Info:**

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

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

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

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Twitter/Insta:@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of products:

Fine Art Handmade Jewelry Local Artist Woodworking

Craft Clothing Fabric Art Food Books

Cards Sculptures Canvas Art Illustrations Dolls

Pottery Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Other Information you feel we should know/ Special Space Needs:: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Registration Deadline: December 2, 2019

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

**Deadline Nov 2, 2020 |** Early Bird Space (10 x 10’) Indoor w/pwr.$50.00 x \_\_\_\_\* = \_\_\_\_\_\_ (\*= # spaces needed) Indoor w/o pwr. $40.00\_\_\_\_\_\*=\_\_\_\_, Pavilion w/pwr. $40.00 \_\_\_\_\*=\_\_\_\_\_, Outside $30.00\_\_\_\*=\_\_\_\_

**Deadline Dec. 1, 2020 |** Vendor Space (10’x10’) Space $75.00 x \_\_\_\_\* = \_\_\_\_\_\_ (\*= # spaces needed)

Electricity is available only for those booking space with power, these spaces are limited, and they are on a first come/first serve basis. Vendors must provide their own electrical cords and lights.

Tables and chairs are available for rent. Yes No (1 table and 1 chair per rental fee)

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

**Silent Auction**: As part of the fundraiser, we request that each exhibitor donates an item to be used in our crystal bowl raffle at the market. Funds raised from the raffle will benefit the Haven Shelter & Services. Please provide us with a detailed description of the donation and photo/ link:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For the application to be considered, the following must be included:**

Please complete the **Vendor Application** form

Please sign the **Terms and Conditions** document

Please complete the **Sponsorship form** (if applicable)

Mail or email photographs, images, or web link of your products to [cupper.dickinson@havenshelter.org](mailto:cupper.dickinson@havenshelter.org)

**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

c/o Cupper Dickinson

P.O. Box 1267

Warsaw, VA 22572

Or email at **info@havenshelter.org**

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

By completing 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 Haven Shelter & Services’ 12 Days of Christmas Market. Your registration will be confirmed by email or phone within two weeks of the time we receive it. Please contact us if you have not received notification.

For more information, please email:

Cupper Dickinson

Community Relations Coordinator

[cupper.dickinson@havenshelter.org](mailto:cupper.dickinson@havenshelter.org).

Thank you for being a part of the 12 Days of Christmas Market.

**Event Location:**

**Richmond County Fairgrounds**

315 Community Park Dr.

Warsaw, VA 22572

December 5, 2020 10AM-4PM

December6, 2020 12-4PM

**Terms and Conditions**

1. **Setup/ Breakdown**: All Exhibitors must be set up and **ready to sell by 10:00 am** the day of the Arts and Crafts Fair. Exhibitors may begin setting up at **8:30 am Saturday, and 10:30 am Sunday**. Break down can start no sooner than **4:00 pm** on Saturday and Sunday and must be completed by **5:00 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 the 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 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.

6. **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

7. **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

8. **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.

9. **Electricity:** Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Electrical service is a part of designated spaces only, these spaces have it included in the fee.

a. Outlets are NOT guaranteed.

b. Extension cords are not included in the fee and must be provided by the Exhibitor.

10. **Music:** Music will be provided throughout the space.

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 Richmond County Fairgrounds 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 Haven Shelter & Services Christmas Market

13. **Applications**: Application forms also available at the Haven Shelter & Services and at www.havenshelter.org/christmasmarket

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

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

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

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

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