



Christmas at the Market
Friday, December 9, 2022
5-8 p.m.

2022 Vendor Participation Application
Application Deadline: November 21, 2022

Christmas at the Market will take place in conjunction with the Town of Christiansburg's Christmas Tree Lighting Ceremony and Christmas Parade, known collectively as Christmas on Main. The Market will take place 5-8 p.m. in Downtown Christiansburg. The Market is open to artisans, crafters, and traditional farmers market vendors.

Applications are due no later than Monday, November 21. Incomplete applications will not be considered. Please be aware that space is limited and applying does not guarantee a space at the Market. Vendors will be notified of their acceptance by Monday, November 28.

Vendor Guidelines

- Fees: \$25 per space (non-refundable). If you attended at least 75% of our Christiansburg Farmers Market in 2022, there is no fee. Payment is required within seven (7) days of approval of your application. Please make checks payable to the Town of Christiansburg.
- Set-up is 3:00-4:30 p.m. Vendors must be completely set-up by 4:30 p.m. and vehicles removed from the market area. Vehicles are not allowed in street area.
- Christmas at the Market is an OUTDOOR market. Vendors should be prepared to sell in all types of weather conditions. Vendors are allowed to enclose three sides of their display. It is recommended that you decorate your area and use battery powered holiday lights.
- Vendor spaces are approximately 10ft x 10ft. If you are using a tent, you are required to provide your own weights to tie down the tent.
- No tables, chairs, tents, tent weights, electricity, ice, water, or regulated dump areas will be provided.
- Vendors not filing taxes through an established business must submit a tax form to the VA Department of Taxation.
- Vendors are responsible for delivery, handling, set-up, and removal of their own display and materials.
- All items for sale must be original, handcrafted art and craft items produced by the vendor. Parks and Recreation reserves the right to disallow any entry based on the guidelines and decisions of the Special Events Committee.
- Exhibits are not available to commercial, political, or non-profit enterprises or their affiliates or candidates.
- The following merchandise is not allowed at Christmas at the Market:
 - Merchandise imported from outside the United States
 - Merchandise that includes protected intellectual property absent confirmation of authority to sell such merchandise, including images, names, and products subject to copyright or trademark protection, such as Disney or Warner Brothers characters, professional and college sports teams, etc.
 - Merchandise available commercially or assembled from commercially available parts or kits
 - Merchandise sold for or on behalf of a commercial enterprise
 - Merchandise offered at wholesale and/or for resale
 - Merchandise that includes suggestive or vulgar graphics, language, or other elements

Please complete and return by November 21. Contact information is listed at the bottom of this form.

Vendor Information

Business Name: _____ Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____ Website: _____

Did you attend at least 75% of the Christiansburg Farmers Market in 2022? YES NO If yes, you do not pay a fee.

Product Information

Please provide a detailed description of the items you would like to sell at Christmas at the Market.

The Town of Christiansburg reserves the right to prohibit items being sold or displayed at Town of Christiansburg sponsored events and programs. Exhibits, vendors, and items that may be detrimental to, reflect poorly on, or are inconsistent with the goals and themes of Town of Christiansburg or its events or programs, as determined by the Special Event Committee in its sole discretion, will not be permitted. No suggestive, obscene, or vulgar language (printed or spoken) will be allowed. The Town of Christiansburg reserves the right to cancel the event due to weather or other unforeseen circumstances without refund.

The undersigned has read all regulations and information pertaining to participation in Town of Christiansburg sponsored events and programs and hereby waive any claim against, and agree to hold harmless the Town of Christiansburg, the Parks & Recreation Department, their employees, and their volunteers, from any and all liability for damages or injury incurred during participation in any Town of Christiansburg sponsored events and programs.

Signature: _____ Print Name: _____ Date: _____

Please email your application to farmersmarket@christiansburg.org or mail to:

Christiansburg Recreation Center
ATTN: Austin Gilmore
1600 N. Franklin Street
Christiansburg, VA 24073

If you have any questions about Christmas at the Market or this application, please call 540-382-2349 or email us at farmersmarket@christiansburg.org.

OFFICE USE ONLY

Date Received: ___/___/___ Approved ___/___/___ Notified ___/___/___ Payment Required: YES NO

Payment Received: ___/___/___ Staff Initials _____