

Christkindl Christmas Market

Vendor Application

Saturday, December 14, 2024 - 9:00 am – 5:00 pm

Sunday, December 15, 2024 - 10:00 am – 3:00 pm

Location: Taggart Hall Grounds – 91 South High Street, Romney, WV 26757



Business Name/Owner Name:	Phone Number:
Email Address:	
Mailing Address:	
Number of Days Participating: 1 or 2	

Type of Product: Art (Medium) (Textiles, Paintings, Pottery etc) _____
Craft: _____ Farmers Market: _____ Cottage Foods: _____ Vintage/Collectibles _____
List of Products (Be specific):

Pictures MUST be included to be juried into this event and can be sent via email to:
designjc2@gmail.com

Do you require electric for your products? _____ (Y or N)
There will be a \$10.00 electric fee per space. Please note: Electricity is extremely limited and will be allocated based on the order of requests and the specific product

ABSOLUTELY NO POLITICAL SIGNS- FLAGS or PRODUCTS OF ANY KIND WILL BE TOLERATED

This is an OUTDOOR market and spaces are 10'x12' with wooden stalls in front of the space. (See detailed information below) Space rental will be \$35 per day. PLEASE NOTE: You must obtain a vendor permit (attached) from the Town of Romney and pay a fee of \$25.00 to participate in the Christkindl Market. If you took part in the Summer Harvest Festival in August, you will not be subject to any additional town fees.

The Booths will be lighted with Christmas Lights and some Greenery, PLEASE feel free to bring and decorate your booth for the Holiday season.

No. of Spaces Requested _____ @ \$35.00 per day \$ _____ Town of Romney Fee \$25.00 (IF APPLICABLE)
Total Payment Included: \$ _____

Please send payment and signed application and vendor permit to:
Town of Romney Attn: Christmas in Romney (Christkindl Market)
340 East Main Street, Romney, WV 26757. Please make checks payable to Christmas in Romney and indicate Christkindl Market on the memo line.

Christmas in Romney - Christkindl Market Rules and Guidelines

- All applications must be received prior to December 1st for potential participation.
- Booth fees and are due during the application process. If electricity is granted, fees will be collected the day of the event. Any unpaid applications will be deemed incomplete and will not be considered.
- There will be a \$30 returned payment fee for any returned checks.
- Set-up will be Friday evening from 5:00 pm-7:00 pm or Saturday morning from 7:00 am - 8:30 am.

Early setup and teardown is not allowed.

- All products/services offered for sale must be the same products indicated in your application. Anything else will be removed.
- An email with an event map, set up time and load in/out logistics will be sent out via email on the **Wednesday prior to the event.**
- Unruly behavior (including but not limited to intoxication, verbal abuse or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
- You are responsible for removing all trash, displays, equipment, vehicles and the like erected or placed on the premises at the end of an event. Anything left behind is subject to disposal.

-ORIGINAL Hand Made, Vintage, Collectibles or Hand Crafted - WORK ONLY

- The Event Committee will have sole discretion to approve or reject an application. All items to be sold are subject to approval by the Event Committee.
- Festival is to be held rain or shine and regardless of temperature. No refunds will be given due to inclement weather.

BOOTH SPECIFICATIONS

- An assigned, single booth space measures 10' x 12 based on choice above. You may reserve more than one space.
- Tents, tables, chairs and other equipment are **NOT INCLUDED** in the booth rental fee.
- You must provide your own tents, tables, chairs and other equipment.
- All tents **MUST** be weighted and all equipment in good working order. If an item could potentially cause a safety hazard, you may be asked to disassemble the item and remove it.
- If you request power (not guaranteed), you will be responsible for providing your own extension cord(s). We recommend bringing up to 100ft.
- Booth space includes both display and storage areas, which must remain within the assigned boundaries. You are permitted to nail into the wooden stalls or hang items from them. **We encourage all participants to decorate their stalls to help create a festive holiday atmosphere.**
- Vendors are responsible for the cleanliness, safety, insurance and security of their property.
- A person must be present in your booth at all times.
- Loud, amplified music or other sounds, contraband, and dangerous objects are prohibited.
- Vehicles are not permitted in the vendor areas during festival hours. If a vehicle is brought in during unauthorized times the vendor will be asked to leave and not allowed to return for future festivals. We ask that all vendors unload their equipment and products and move their vehicle to a parking lot prior to setting up their booth space. Vehicle Space will be limited and this allows other vendors to be able to unload as well.

By signing this contract to participate as a vendor all parties acknowledge that the Christmas in Romney Committee, the Fort Mill Foundation, the Town of Romney and/or any persons affiliated with this event will not be held responsible for theft, loss, and/or damage to any property or liable for injury to any participant. Each vendor is responsible for adhering to all rules set forth in this agreement.

Vendor Signature: _____ **Date:** _____



Town of Romney

340 E Main St

Romney, WV 26757

Phone: 304-822-5118 Fax: 304-822-5793

Vendor Permit Application

Vendor Business Name:

Name of Business Owner:

Type of Business:

Mailing Address:

City: State: Zip:

Phone: Mobile:

Email:

Name of event Host:

Event host contact name:

Phone: Mobile:

Single Day Permit \$10.00

Multi-Day Permit \$25.00

Under penalties of perjury, I declare that I have examined this application for Vendor License and to the best of my knowledge and belief it is true and correct.

Signature

Title

Date

For office use only

Issued by: Date:

Note: The approved multi-day license will be valid for the physical year July 1 —June 30. All licenses will expire on June 30 of the current physical year.