

CHRISTKINDL MARKET - SATURDAY DEC. 2ND AND 9TH, 2023

2023 VENDOR APPLICATION

This year's Christkindl Market will be a two day event, and will open Dec. 2nd and Dec. 9th from 10:00 am to 6:00 pm in and around the Taggart Hall Grounds. The cost is \$35 for Crafters (plus \$10 if electric is needed) and \$45 for Food Vendors. This is a juried show. Photos of your product must be presented prior in order to be accepted.

Send Photos or questions to: Alona Martin at alonamartin2@gmail.com, or Julie Cook at designjc2@gmail.com, or Christmasinromneywv@gmail.com

- Hours of Market: Saturday 10 am to 6 pm • Vendors must be set up by **9:45 am on Saturday**
- 10' x 10' Spaces will be assigned first come (postmark) – first assigned as spaces are limited (please indicate if you are available both days) yes _____ no _____

Business Name: _____	Description of Product:
Name: _____	_____
Address: _____	_____
Email: _____	Phone: _____

Craft Vendor - \$35	Electric fee - \$10	Food Vendor - \$45	Total _____ Check No. _____ Date Paid _____
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As a potential vendor, please be aware of the following instructions:

1. The fee for a 10x10 booth is \$35 for craft vendors. A \$10 fee will be charged for electricity if required by the vendor. There will be 16 stalls for a tent to set up inside. Fees are non-refundable.
2. Please provide pictures of your booth set-up/products.
3. Applications are reviewed individually based on photos and written description of products.
4. **Health Permit** - If you are a food vendor, you will be required to apply for a temporary health permit in advance. The application will be provided with your contract.
5. If accepted as a Vendor at the 2023 Christmas in Romney Christkindl Market, you will be sent a contract to complete and sign. **DO NOT SEND BOOTH FEE UNTIL YOU RECEIVE VERIFICATION OF ACCEPTANCE. Contracts and fees will be due November 27, 2023.**

Please make payment to the **Town of Romney** and mail to: **340 E. Main St., Romney, WV 26757** (after acceptance) **Please note in Memo: Christkindl Market**

HOLD HARMLESS AND RELEASE: In consideration of participation in any event on Town property, I hereby release and forever discharge the town, its officers, agents, employees and representative, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debt, dues contracts, judgments, damages, claims, and or demands whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or my have in the future in connection with the undersigned's participation in any event on Town property.

Signature _____ Date _____

City of Romney

340 East Main Street

Romney, WV 26757

304-822-5118

christmasinromneywv@gmail.com

Vendor # _____
(For Office Use Only)

ADDITIONAL VENDOR INFORMATION

1. This event will be held rain or shine. This is an outdoor event with possible uneven terrain, inclement weather and wind gusts.
2. Your booth must be open and staffed during all hours of the event.
3. You are responsible for keeping your booth and area clean at all times. All trash must be properly disposed of. Your area must be clean following the event.
4. If you use grease or oils, you must supply tarps or suitable methods of containment.
5. All vendors have been approved based on the application submitted. All items for sale will be reviewed throughout the event.
6. Food vendors may not sell any beverages or food items not described on the application. Approval for additional items must be requested and received.
7. All sales are from your assigned booth. No roaming sales.
8. There will be no changes after the booth spaces are assigned.
9. No bullhorns or megaphones, flashing lights or strobes, speakers or sound amplification is allowed.
10. No political sales or advertisement will be allowed at any vendor sites

LOAD IN/LOAD OUT PROCEDURES

1. Load in / set up is Saturday morning beginning a 8:00 a.m. You must completely be set up no later than 9:30 a.m. - no exception. A staff host will greet you and be available to answer questions during your set up.
2. Load out will begin on Saturday at 6:15 p.m. Please work with your Staff Host to arrange for your vehicle to enter the venue for load out.
3. Do not block traffic during your load out. Your patience during the load out process is appreciated.
4. Be prepared to bring help, rolling carts, hand trucks to load in to your booth space. Staff cannot be responsible for loading in, setting up or loading out vendor items.

**THANK YOU FOR YOUR COOPERATION
IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO CONTACT THE
EVENT COORIDINATOR AT: (910) 262-7216**