



Carrollton Christmas Market

Saturday, November 25th, 2023

10:00 a.m. to 3:00 p.m.

For Tourism Use

Space(s)	
Product	

Please print clearly

Business Name _____ Year Business was established _____

Contact Person (s) _____

Mailing Address _____

City _____ State _____ Zip _____

Business Phone _____ Cell/Alternate Phone _____

Email Address _____

Website _____ Facebook _____

Please circle any items below you will be selling. Write in additional info under Product Description. Refer to "other" for categories not listed.

Baked Goods	Body Care	Candles	Garden/Outdoor	Home Décor	Hot Food/Drink	Jewelry
Paintings/Art	Plants	Signs	Spices/Sauces	Wood Crafts	Wreaths	OTHER

Other _____

Product Description - Please provide more detailed information of your products. This market is focused on locally home grown, handcrafted, or homemade food & crafts. If cooking food, please list FULL menu. *If we are not able to offer you a space, we will return your registration fee.*

Special Requests - Please list any other pertinent information that may be helpful in reviewing your application, space requirements, or requests. We will make every effort to honor your request if possible.

Important Dates	Received date	Space	Fee	Total
Registration—10' x 10' space		10x10	\$75	
Additional 10' x 10' Space - <i>must be same vendor & same company</i>		10x10	\$50	
Electricity Hookup— Only available for Food Vendors & Musician (bring a 100' or longer outdoor extension cord)	N/A	N/A	NA	N/A
TOTAL ENCLOSED* (payable to Isle of Wight County) <i>*If we are not able to offer you a space, we will return your registra-</i>				\$

Please complete both sides & return with fee to: Smithfield & IOW Visitor Center,

ATTN: Sabrina Dooley, 319 Main St. Smithfield, VA 23430

CAREFULLY REVIEW AND INITIAL BESIDE THE POLICIES BELOW BEFORE SIGNING.

PLEASE MAKE A COPY OF THIS PAGE FOR YOUR RECORDS.

_____ **LIABILITY WAIVER** - I agree to hold harmless; Isle of Wight County, Old Point National Bank, Bayport Credit Union, Isle of Wight-Smithfield Tourism and its employees from all liability or responsibility whatsoever for personal injury, property damage, or wrongful death, however caused, including but not limited to, negligence of above parties, whether passive or active, that results from my activities at the event.

_____ **TENTS/RENTALS** - **Tents not provided —each vendor must bring their own tent, tables, & chairs, etc.** S&B Tents will not be servicing this event this year—please obtain your own supplies.

_____ **SUPPLIES** - I understand I am responsible for providing my own supplies (tent, tables, chairs, Wi-Fi hot spots, square/ payment methods).

_____ **ELECTRICITY**- I understand that tiki torches and open flames are not permitted. Generators are not permitted unless specifically approved by the market manager with advance notice. I understand that **electricity is only available for food vendors and musicians**, as approved by the market manager.

_____ **ELIGIBILITY** - Participation is open to handcrafted, handmade, or unique products. Our goal is to create a shopping experience with items that cannot be found in stores. Vendor participation will be based on unique aspects of your product to avoid too many similar items. We do not accept commercial vendors or home based direct sales companies such as Avon, Lula-Roe etc.

_____ **FOOD VENDORS** - Contact the health department at (757)357-4177. Must have VA food permit to participate.

_____ **LOCATION** - the market will be held in the parking lot of **Old Point National Bank and the adjacent green space** in Carrollton, VA. The address for the bank is **13480 Carrollton Blvd, Carrollton, VA 23314** .

_____ **REGISTRATION FEE REFUNDS** – Registration fees are non-refundable (if a vendor is not accepted or the market is full, your fee and registration will be returned to you). If cancelled due to extreme weather or other environmental circumstance, we will provide a **75% refund**. To guarantee a space, payment must accompany registration and you must receive an approval email from the market manager.

_____ **SET UP** - the event will be Sat., Nov. 25th from 10am to 3pm. Vendor set up is from 7:30am to 9:30am. All vehicles must be off the lot by 9:00am. Unload your merchandise at your space, park in the Carrollton Food Lion parking lot closer to the bank, then return to set up so we can keep the lot open for other vendors arriving. Vendors should be ready for sales by 10am. The set-up/break-down traffic will be ONE WAY. There is no rain date. In the event of cancellation you will be notified using the email provided on your application, please print clearly.

_____ **MAPS** - maps will be shared with vendors the week of the event.

_____ **BREAKDOWNS**- NO early breakdowns. Breakdown begins at 3 pm and you must be packed up by 5pm. Breaking down before the advertised event end time may result in denial to participate in future events. The set-up/break-down traffic will be ONE WAY.

_____ **TRASH** - I understand my garbage must be removed from site and not placed in bank or public bins or residential bins.

_____ **PROHIBITED** - The following are not allowed at the event: damage to parking lot/sidewalks/roads, distribution of printed

I certify that I have read and agree to the policies as outlined.

Signature _____ **Date** _____

Please return form with your registration fee, (check, money order or cash) **payable to IOW County.** *(please do not mail cash)*

Return to Smithfield/IOW Tourism ,319 Main Street, Smithfield, VA 23430 Attn: Sabrina Dooley

For Tourism Use			
Recvd _____	Amt _____	Ck# _____	Confirmed w/ vendor _____
Notes _____			