Market at the Manor
Saturday, December 5th, 2026
10:00 a.m. to 2:00 p.m.
Please Print Clearly

For Tourism Use	
Space(s)	
Product	

Business Name_____ Year Business was established_____
Contact Person (s)_____
Mailing Address_____
City_____State_____ Zip_____
Business Phone_____ Cell/Alternate Phone_____
Email Address_____
Website_____ Facebook_____
Instagram_____

Please circle any items below you will be selling. Write in additional info under Product Description. Refer to "other" for categories not listed. Please send pictures of your items to sdooley@iwus.net

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.

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	Received date	**Space**	**Fee**	**Total**
Registration—10' x 10' space		10x10	$100	
Additional 10' x 10' Space -*must be same vendor & company*		10x10	$50	
TOTAL ENCLOSED* (*payable to Isle of Wight County*)				**$**

Vehicle Make	**Vehicle Model**	**Vehicle Color**	**License Plate**

Please complete both sides & return with fee to: Smithfield & IOW Visitor Center, ATTN: Sabrina Dooley, 319 Main St. Smithfield, VA 23430

CAREFULLY REVIEW 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, Windsor Castle Park, Town of Smithfield, Christmas in Smithfield, 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.

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.

ELIGIBILITY - Participation is open to handcrafted, handmade, specialty foods 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 on the property of Windsor Castle Park in Smithfield, VA. The address is 301 Jericho Road, Smithfield, VA 23430 located to the right of the Windsor Manor House.

REGISTRATION FEE REFUNDS – If cancelled due to extreme weather or other environmental circumstance, we will provide a refund minus our prepaid market expenses. 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., December 5th from 10 am to 2 pm. Vendor set up is from 7:00 am to 9:30am. All vehicles must be off the lot by 9:00 am. Unload your merchandise at your space, park in the vendor parking lot, then a shuttle will bring you back to set up so we can keep the lot open for other vendors arriving. Vendors should be ready for sales by 9:30am. 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 by end of the work day on Wednesday, prior to the event. BREAKDOWNS- NO early breakdowns. Breakdown begins at 2 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.

TRASH - I understand my garbage must be removed from site or placed in the dumpster provided.

PROHIBITED - The following are not allowed at the event: damage to parking lot/sidewalks/roads, distribution of printed material, smoking or vaping within market parameters, foul language or unapproved music.

Applications will not be processed unless they are complete

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_____

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