



**Christmas at the Market**  
**Friday, December 9, 2016**  
**Hickok Street**  
**Downtown Christiansburg**  
**4-9 p.m.**

Thank you for your interest in participating in the 2<sup>nd</sup> annual Christmas at the Market. Last year's event was a huge success, and it wouldn't have been possible without the participation of you – the vendor.

Christmas at the Market will take place on Friday, December 9 in conjunction with the Town of Christiansburg's Christmas Parade. The Market will run from 4 – 9 p.m. on Hickok Street in downtown Christiansburg. The Market is open to artisans and crafters in addition to traditional farmers' market vendors.

Applications are due no later than November 11. Incomplete applications will not be considered. Please be aware that space is limited and submitting an application does not guarantee a space at the Market. Vendors will be notified of their acceptance by Friday, November 18.

**If you have any questions, please contact Sarah Belcher at [market@christiansburg.org](mailto:market@christiansburg.org) or (540) 998-2939.**

**Vendor Guidelines**

- All goods must be handcrafted.
- Please submit 2-4 photos (print or electronic) of your work with your application.
- Fees: \$20 per space (non-refundable). Payment is required upon acceptance into Christmas at the Market. Please make checks payable to the Town of Christiansburg.
- Setup will begin at 1 p.m. and vendors must be completely set up by 3:45 p.m. Vehicles must be removed from the street by 3:45 p.m. and may not re-enter the street until after 9 p.m. No vehicles may be left on the street during market hours.
- Inclement Weather: Christmas at the Market will follow the same policy as the Christmas Parade. Should the parade be cancelled on the scheduled day, both the parade and market will take place on Monday, December 12.
- Please be aware that this is an OUTDOOR market. Outdoor spaces are 10'x10'. Vendors should be prepared to sell in all types of weather conditions. Vendors will be allowed to enclose three sides of their display. An extremely limited number of inside spaces are available. If you can only vend inside, please make note on your application.
- No tables, tents, ice, water or regulated dump areas will be provided.
- Electrical outlets are provided for all vendors. All vendors must bring an extension cord. Hickok St. will be adequately lit, but please bring a lamp, shop light, etc to ensure products can be seen under the canopy.
- Vendors not filing taxes through an established business must submit a tax form to the Virginia Department of Taxation.
- Vendors shall be liable for delivery, handling, set-up and removal of their own display and materials.
- **FOOD VENDORS:** If you are interested in being a food vendor, please contact Sarah Belcher at [market@christiansburg.org](mailto:market@christiansburg.org) or (540) 998-2939.



## Christmas at the Market Vendor Application

Please complete this application and return by November 11, 2016.

Date: \_\_\_\_\_

Business Name and Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

### Product Information

Detailed description of items you wish to sell/display. Please include 2-4 photos (print or electronic) of your work. Photos aren't required if you were a 2015 vendor. Use additional pages if necessary.

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### General Information

Were you a 2015 Christmas the Market Vendor? \_\_\_\_\_

Can you ONLY vend inside? (Inside spaces are extremely limited and are not promised) \_\_\_\_\_

I have completed the application and read all of the Christmas at the Market Guidelines. I understand that submitting an application does not guarantee acceptance into the Market. Should I be chosen to participate, I will follow all guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return applications to [market@christiansburg.org](mailto:market@christiansburg.org) or mail to:  
Market Manager, 100 East Main Street, Christiansburg, VA 24073**

**If you have questions about this application, please call (540) 998-2939 or email  
[market@christiansburg.org](mailto:market@christiansburg.org).**