

CHRISTMAS MARKET
VENDOR APPLICATION & AGREEMENT
Sunday, December 3, 2017 4 pm – 6 pm
Cambridge Square

APPLICATION REQUIREMENTS:

- 1. Completed Christmas Market 2017 Vendor Application & Agreement.**
(Please keep the last two (2) pages of this form to use in preparing for the event.)
- 2. \$50 Registration Fee Cash –or- Check Payable to Miranda Perez**

MAIL COMPLETED APPLICATIONS MATERIALS & CHECK TO:

Miranda Perez
C/O Christmas Market
4779 Rosebriar Lane
Ooltewah, TN 37363

APPLICATION DEADLINE: November 30, 2017

Christmas Market – VENDOR CONTACT NAME & INFORMATION	
Business:	
Contact(s):	
Address:	
Business Phone: Cell Phone:	Website: Email:

AGREEMENT ACCEPTANCE

Your signature below indicates your commitment to participate in **Christmas Market 2017** on Sunday, December 3, 2017 at Cambridge Square, and your agreement to comply fully with the terms and conditions for participation, as outlined in this Vendor Application & Agreement and absolve Miranda Perez, Ooltewah United Methodist Church, The Samaritan Center, Legacy Real Estate, and Cambridge Square from any loss, claims and damages arising on the day of the event. If the weather on December 3, 2017 is extremely cold, snowing, or rainy, the event will be cancelled with no rainout date. Your fee will be refunded if event is cancelled.

Authorized Signature: _____

Date: _____

VENDOR SUBMISSION CHECKLIST

- Completed and signed Christmas Market Vendor APPLICATION & AGREEMENT.**
- \$50 Vendor Registration Fee (Cash –or– Check payable to Miranda Perez).**

EVENT DETAILS – TO BE RETAINED BY VENDOR

- **Christmas Market 2017** will be held on Sunday, December 3, 2017 from 4:00 pm to 6:00 pm, at Cambridge Square
- *Booth set up can begin at 1:00 pm and **MUST BE COMPLETED BY 3:30 pm.** Any vehicles used to unload equipment must be removed from the event area by no later than 3:00 pm.
- Vendor staff is required to park vehicles only in designated places. **NO VEHICLES MAY BE PARKED ADJACENT TO YOUR BOOTH DURING THE EVENT.**
- Your booth **MUST BE STAFFED FOR THE ENTIRE TWO (2) HOURS** of the event.
- NO BOOTH CLEAN-UP MAY BEGIN PRIOR TO 6:00 pm** Only then may you begin removal of your equipment. **VEHICLES WILL NOT BE ALLOWED TO ENTER THE EVENT AREA PRIOR TO 6:30 PM OR UNTIL DEEMED SAFE BY THE EVENT COORDINATORS.**

ITEMS/SERVICES EACH PARTICIPATING VENDOR MUST PROVIDE

- Extension cords, power, as needed, for your equipment.
- Staffing for your booth throughout the event.
- Handout coupons, and/or other promotional materials (strongly encouraged!).
- One (1) 10-foot x 10-foot open canopy tent. (Not Required)
- Tables
- Tablecloths
- Chairs
- Frontal event identification sign.

ITEMS/SERVICES TO BE PROVIDED BY Christmas Market

- Traffic management and security patrols.
- Event promotion/advertising
- Live music and entertainment for the duration of the event.

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