

6th Annual Harbor District Christmas Market 2024 Application for Vendor

Harbor District Market
140 W. Main Street, Washington, NC 27889

Saturday Dec 7th 9am to 5pm & Sunday Dec 8th 1pm to 5pm

Application must be completed in full, with signature, and pictures submitted to be considered for a vendor space.

Application deadline: October 26, 2024

MAKE COPIES FOR YOUR FILES

Business/Organization: _____

Owner/Contact Name (Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Alternate #: _____

Email: (Print) _____ Website: _____

NC Sales Tax# _____

(The NC Department of Revenue is now requiring all vendors and exhibitors who sell a product at a Festival/Farmers Market to have a North Carolina Sales & Use Tax ID Number or "Certificate of Registration" number. The application can be completed electronically or by mail. The application is free.)

ENTRY FEES:

Vendor Space:

\$50 per 10' x 9'2" Exhibit Space Total \$ _____

\$2 per additional Exhibit Space # _____ spaces Total \$ _____

Electrical: (Limited availability)

\$10 Total \$ _____

Vendor must provide extension cord

Limited number of electric spaces are available (first come first served)

GRAND TOTAL (to be submitted with application) \$ _____

Vendor Items:

List the items shown in submitted photos. Descriptions will be used by the selection committee to evaluate your photos, so please write clearly, include media used in composition of craft and only send 1 photo of your display, and a minimum of 3 close-up photos (you may submit additional written information for assisting the selection committee in evaluation).

Detailed description of ALL Items:

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CRITERIA:

- Christmas Market 2024 will run two days, Saturday Dec 7, from 9am to 5pm and Sunday Dec 8 from 1pm to 5pm. You must set up and participate both days. You will be allowed to stay set up from Saturday to Sunday in the rear of the Market.
- All applicants are required to send at least 3 photographs of their goods that they plan to sell at the event and 1 picture of your booth. These can be sent electronically or via snail mail. If sending electronically, email randa@whda.org
- All normal market guidelines must be followed during the event. (Guidelines can be found on our website at (<https://harbordistrictmarket.org/becomeavendor/>) Make sure to read this section.
- Photographs that are mailed in will be given back to you at the event, otherwise photographs will not be returned.
- **Applications must be submitted** with photographs, all other required documentation, and payment to be considered.
- Vendors provide their own tables and chairs. No tents allowed as this is an indoor event.
- Spaces are 10' by 9'2". Additional space can be purchased (see page 1).
- All merchandise must be visibly priced and include only the items submitted in the photographs. Distribution of literature or samples must be related to your booth exhibit.
- Vendors will need to check in with the Market Manager upon arrival.
- Vendors are required to stay open to the end of the event, at which time all vendors will close. Violators will be prohibited from being a vendor in the future.
- Giveaways, raffles, drawings, and contests are not allowed by individual vendors.
- Vendors must have a NC Sales Tax Number which can be acquired from the NC Department of Revenue. www.ncdor.gov
- **ALL work must be handmade and the original design of the exhibitor.**
- This is a limited space event so get in your applications, pictures and payment as soon as possible. (First come first served)

IMPORTANT- Commercial Vendors are NOT Allowed

No Direct Sales Companies allowed. Your products must be handcrafted by you. The Harbor District Market has the final say of items submitted qualify for the event.

Your exhibit cannot encroach on vendors in adjacent spaces. There is NO space between booths so, measure carefully and thoroughly! You will not be allowed to set up if your exhibit extends beyond your assigned space.

Initial "Read & Accepted" _____

ADDITIONAL INFORMATION:

- Vendors will be charged a **\$35.00 Processing fee** for checks returned for insufficient funds.
- Email Address & Phone Numbers are Required on the application.
- Setup opens at 8am on Saturday. Setup must be completed by market open. Load in is in the rear of the building at the loading dock. You must unload quickly then move your car to the rear of the parking lot. Take down begins at 5pm on Sunday.

- **Deadline to cancel your space and receive a full refund is Friday November 15, 2024. No REFUNDS will be given after that date.**

The undersigned agrees that they will be responsible for any loss or damage to their work/display area during the Harbor District Market Christmas Market 2024. The Harbor District Market, Washington Harbor District Alliance and its employees will be held harmless in the event of an incident. It is recommended that all Harbor District Market Christmas Market 2024 vendors have general liability insurance in the event of a loss. It is further agreed that the undersigned will abide by all rules and instructions set forth in this application & the Market overall guidelines. Violators may be subject to dismissal. No Refunds.

Electronic Signature or Signature (Required)

Date

Mail/E-mail to:
Harbor District Market
140 W Main St., Washington, NC 27889
Phone: (252) 947-1487
Email: randa@whda.org
For more information: www.harbordistrictmarket.org