



Vendor Application

The Haven Shelter & Services is excited to announce that we will be hosting our 6th annual Christmas Market on Saturday and Sunday, December 2nd and 3rd, 2023 at the Oyster Shoals Music Hall (187 Main Street, Warsaw, VA 22572).

We invite you to join your friends and neighbors in supporting The Haven by becoming a vendor of our holiday community event. The registration fee for this event helps us provide much needed services to those in our community who have experienced sexual or domestic violence. Feel free to share vendor opportunities with those who would like to participate in our market.

Name: _____

Business Name: _____

Email: _____

Phone: _____

Mailing Address: _____

Website: _____

Facebook: _____

Instagram: _____

Description of Items Being Sold: _____

Early Bird Vendor Registration - 10x10 Space
(Deadline: September 31st)

- \$35 - Outside/No Electricity
- \$55 - Inside/Electricity

Vendor Registration - 10x10 Space
(Deadline: October 14th)

- \$55 - Outside/No Electricity
- \$75 - Inside/Electricity

Crystal Bowl Raffle (In-Kind Donation)

As part of the event, we are asking vendors to donate an item to be used in our raffle at the Christmas Market. Please plan to bring your donation the morning of the event.

Item for Raffle: _____

Payment Method (Space will not be reserved until payment is received.)

Check

Make checks payable to The Haven Shelter & Services

Mail your check to The Haven Shelter & Services

% Carol Sisk

P.O. Box 1267

Warsaw, VA 22572

Credit/Debit Card (Processed through PayPal)

Card#: _____

Exp. Date: _____ CVC#: _____

Cardholder's Signature: _____

*The application will not be active until the fees are received.

By completing a Christmas Market Vendor application, you are certifying that you have read the Terms and Conditions below the application, and will adhere to all rules and policies herein.

Printed Name: _____

Signature: _____

Thank you for your interest in our Christmas Market. Your registration will be confirmed by email within one week of the time we receive it. Please contact us if you have not received notification.

For more information, please email Carol Sisk at carol.sisk@havenshelter.org

Office Use Only:

Date Registration Received: _____

Payment Received

Date Payment Received _____

Date Registration Received: _____

Payment Method: _____

Email of Receipt Sent

Date Receipt Emailed: _____

Social Media Links Received

Space Assignment: _____

Terms and Conditions

*** Please call ahead or email haven.events@havenshelter.org if you are a Scentsy/Paparazzi /etc. vendor. The Haven is not responsible for duplicate vendors and will not issue refunds if you don't reach out to us before registering. ***

1. Setup/ Breakdown: All Vendors must be set up and ready to sell by 10:00 am the day of the event. Vendors may begin setting up at 8:00 am the day of the event. Except for food vendors: **VEHICLES ARE NOT ALLOWED ON THE LOT THE MORNING OF THE EVENT OR PRIOR TO THE EVENT CLOSING.** Vendors may set-up the day prior between 6pm and 8pm. Break down can start no sooner than 4:00 pm on each day of the market and must be completed by 5:30 pm. No Vendor is to close before the official closing time. Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean and trash free.
2. Staffing: Vendor tables/ booths must be manned at all times and intact until the show closes at 4 p.m. The Haven Shelter & Services is not responsible for merchandise or display materials.
3. Vendor Items: If participating as a vendor The Haven Shelter & Services reserves the right to have items removed that are considered inappropriate.
4. Vendor Responsibility: Vendor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Haven Shelter & Services expressly disclaims any responsibility for the same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each Vendor is responsible for the conduct of their employees and/or representatives and activities must not detract from the image or welfare of the market.
5. Vendor Spaces: Vendor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment. Vendors are responsible for purchasing enough spaces for their business. If the Vendor needs more than one 10x10 space they will need to purchase enough spaces to accommodate their needs. Vendors must provide their own table and chair. Space may not be sublet or shared without prior approval of an authorized staff of The Haven Shelter & Services.
6. Acceptance: The Haven Shelter & Services reserves the right to decline any application for space if it deems such action to be in the best interest of the organization itself.
7. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
8. Electricity: Electricity will be available for **INDOOR VENDORS ONLY ON FIRST COME FIRST SERVE BASIS.** Extension cords are not included in the fee and must be provided by the Vendor.
9. Cancellation of space: Registration fees are not refundable. The Haven Shelter & Services is not liable if weather or other conditions prevent the Vendor from attending and fulfilling the contractual obligation as a Vendor. No refunds will be made for weather, accident, health or other causes for non-participation.