

# 2024 Christmas in the Valley – Christmas Village

Fri. 11/29; Sat. 11/30; Sat 12/7; Sun 12/8; Fri 12/13; Sat. 12/14

Friday 5:00 pm – 9:00 pm; Saturday 3:00 pm – 9:00 pm; Sunday Dec 8<sup>th</sup> 2-6pm

**\*\*YOU MUST PARTICIPATE IN ALL 6 DAYS\*\***

## Vendor Application Form

### Company/Vendor Information

Company/Vendor \_\_\_\_\_

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

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

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

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

List of items to be sold: \_\_\_\_\_

### Booth Spaces:

10' x 8' Space Cost: \$200.00 x \_\_\_\_\_ \* = \$ \_\_\_\_\_ (\* = # spaces needed) Each Additional Space \$100.00

\*Each space will be equipped with 1 – 8ft Rectangular table and 2 chairs. Please plan to bring additional tables and chairs if more are needed in your space.

### Electricity:

Each space will have access to 110v. electrical outlets. You will need to supply any extension cords/power strips needed to equip your space.

Do you require electricity: \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, # outlets desired \_\_\_\_\_?

Please make checks or money orders payable to the Shenandoah County Fair Association, Inc (Please write "Christmas Village" in Memo Line) – Please do NOT mail Cash! We do NOT accept credit cards.

Total Enclosed Payment \$ \_\_\_\_\_

Mail or email all forms by **Wednesday, October 18, 2024** to:

**Shenandoah County Fair Association, Inc.**

**Attn: Dawn Burch**

**P.O. Box 264**

**Woodstock, VA 22664**

**OR email [shenfair@shentel.net](mailto:shenfair@shentel.net)**

**\*\*If paperwork is emailed, the application will NOT be active until all fees are received\*\***

By completing this application, you are certifying that you have read the Terms and Conditions and will adhere to all rules and policies herein.

Printed Name: \_\_\_\_\_

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

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**\*\*Office Use ONLY below this line\*\***

Rec'd \_\_\_\_\_ Payment Method \_\_\_\_\_ Space Assg. \_\_\_\_\_

# Christmas Village Event – Terms and Conditions

1. **Setup/Breakdown:** All exhibitors must be present both days on all three weekends. (Unless other arrangements have been previously discussed and approved by management) The building will be open on Opening Friday (Nov. 29) at 9AM to get your booth set up and in order, if you require additional time and wish to set up earlier in the week, please call the office at 540-459-3867 to make arrangements. It will open to the public on Friday evenings at 5pm and at 3pm on Saturday and 2pm on Sunday 12/8. The building will be locked after 9pm on Friday and Saturday nights. This will allow you to leave your goods for the duration of the remaining weekends if you choose. To gain access to your stock during the week, please call the Fair Office to set up an appointment. We will give you access during those times to refresh and tidy your space. We do have a security system inside the Exhibit Building.
2. **Staffing:** Vendor Tables/Booths must be manned at all times.
3. **Vendor Responsibility:** The vendor will be solely responsible for any loss or damage to his or her property by theft, fire, or casualty.
4. **Vendor Spaces:** Vendor spaces will be assigned. Placement, flow, and competition will be taken into consideration to provide the best experience for all attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate. Spaces are reserved on a first-come first-served basis. Vendors must ensure that no display equipment extends beyond their booked space; this includes any rails, stands, table or additional equipment.
5. **Acceptance:** The Shenandoah County Fair Association reserves the right to decline any application for space if it deems such an action to be in the best interest of the event.
6. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the original application. This covers all three weekends and is non-negotiable unless prior arrangements have been made with Dawn Burch or Becky LeDane. (Payments can be made by check/money order or cash – no credit cards at this time)
7. **Electricity:** Each vendor space has access to 110v standard electrical outlets. You will need to supply extension cords or power strips, depending on your personal needs.
8. **Cancellation of space:** Application fees are NON-REFUNDABLE. No refunds will be made for weather, illness, accident, health, or other causes of non-participation. There will be no exceptions.
9. **Table and Chairs:** Each vendor booth will be equipped with one (1) 8ft rectangle table and 2 chairs. Any additional tables and chairs needed will be the responsibility of the vendor.
10. **Indemnification:** Vendor agrees to indemnify and hold harmless the Shenandoah County Fair Association, Inc from and against any loss, expense, claims, damages, causes of actions, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Vendors of the Christmas Village.

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