2026 Christmas in the Valley – Christmas Village

Fri 11/27; Sat 11/28; Sat 12/5; Sun 12/6; Fri 12/11; Sat 12/12 & Sun 12/13

Fridays 5pm – 9pm; Saturdays 3pm – 9pm; Sundays 3pm -8pm

YOU MUST PARTICIPATE IN ALL 7 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

Do you wish to have 1 – 8ft table?_____ (1 per space rented)

Do you wish to have 2 – chairs? _____ (2 allotted per 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 **October 30, 2026** to:

Shenandoah County Fair Association, Inc.
Attn: Dawn Burch
P.O. Box 264
Woodstock, VA 22664

OR email 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: _____

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. 27) at 9AM to get your booth set up and in order, but we will gladly give you access to set up on Monday or Tuesday (11/23 or 11/24) **DURING THE HOURS OF 10AM AND 2PM ONLY** if you wish to set up early. It will open to the public on Friday evenings at 5pm and at 3pm on Saturday and Sunday. The building will be locked after closing on Friday, Saturday and Sunday 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, chairs, 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. (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, per space rented. 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:_____