



Town of Louisburg 2022 Christmas Vendor Market

Join us this holiday season as we deck the halls in Downtown Louisburg for our 2nd Annual Outdoor Christmas Market! The idea of this Market is that we maintain the integrity by providing great product, value and a boutique like quality in service as our market is small. I ask that you participate as much as you can in the marketing campaign for this event.

Any local, handmade, home-crafted, or home-assembled arts and crafts, which have been made by the seller or members of the seller's household, may be sold at the market. Handmade or Hand Assembled means an item that has two or more distinctive parts combined and permanently attached by intent, labor, creativity and skill to create a product made by a vendor are eligible.

Artisanal items may include leather goods; drawings, paintings and prints; photographs; woodwork; metal craft; ceramics and pottery; weaving and yarn work; macramé; needlework; beadwork; sculpture; jewelry; stitchery and sewing; clothing and accessories; glasswork; natural fiber crafts and basketry.

Per Federal copyright infringement law, goods such as fabric, charms, or prefabricated items with copyrighted images such as but not limited to, Sport logos, Comic Logos, Cartoons, any branded items etc. are prohibited.

Any local Agriculture, produce and or food producers cooking or selling on site must have temporary Food Permits or inspections by contacting Franklin County Health Inspectors Office. *You will need to submit the permit with your application.*

- They must have all required licensing and permits for their business operation.
- Organic Produce must be labeled as such and must have documentation from Franklin County Health Inspectors Office, indicating that they are a certified organic farmer.
- All produce must comply with all federal, state, and local health requirements.
- All vendors are responsible for appropriately packaging their products and protecting them from elements.

EVENT DETAILS

Event Date and Time: Sunday, December 4th, 2022 (Noon to 5:00 P.M.)

Application Deadline: **Friday, November 18, 2022 at 5pm**

Vendor Registration Fee: \$55.00

Event Address: 116 N Main St. Louisburg, NC 27549 (Amphitheater Parking Lot)

Event Staff Contact Person: (919) 497-1002 or mwilkins@townoflouisburg.org

Submit Application online at townoflouisburg.org, via Email to mwilkins@townoflouisburg.org or Drop off Application at Louisburg Town Hall at 110 W Nash St. Louisburg, NC 27549

All vendors are to subject to an approval by Christmas Market Place Staff.



VENDOR REGISTRATION

-Vendor Registration Fee: \$55.00 due by November 18th at 5pm.
(ONLINE PAYMENT/CASH/CHECK/MONEY ORDER) checks can be made out to the Town of Louisburg, Memo: Christmas Market and mailed to 110 W Nash St. Louisburg, NC 27549

-Fees are only refundable in the event of an emergency or cancellation within 7 days of the event, in the event of bad weather, fees will be refunded if the market is cancelled..

-Vendors will need to provide Cash Float/POS Terminals (Square is an excellent mobile payment option).

VENDOR REQUIREMENTS

- Christmas Market Place Staff have the right to revoke any products that do not fit the "handmade" requirements or infringe on the authenticity of handmade goods or do not align with photos submitted during the application process.

-Vendors are required to set up (1) 6' or 8' Rectangular Table with White or Red Table Linen or Table Cloth

-8'x8' or 10'x10' Tent (not required)

- All vendors must also bring their own weights to secure their tent. We are all required to adhere to safety measures, and tents are dangerous in the wind. Failure to provide weights of at least 50lbs may result in you being asked to leave without a refund. (No Stakes or drilling allowed.)

-Décor, Lighting and Music for setup must be Holiday themed.

-The booth must have someone at least 18yrs old present at all times. The person creating, producing or selling must comply with this standard.

- Booths must be staffed during Market hours. Please don't leave booth unattended. (Watch for shoplifters)

-Vendors MUST arrive prepared, early and ready for operation at the start of the Market at Noon.

-Vendors must have set up completed by kickoff of the market event at Noon, and may start taking down 30 min before closing at 5pm if traffic permits it.

- Vendors are responsible for keeping their space attractive and tidy during Market hours. Noon – 5pm

-Vendors are responsible for cleaning their space when the Market closes.

- Vendors are responsible of disposing of their own trash, and must do so in the designated areas allowed in the venue; please do not use the traffic or public designated trash cans.



- Please practice safe driving in venue. Parking is available outside of venue on East Nash Street, behind the Franklin County Courthouse and/or Annex building. No parking is allowed inside the venue during the event.
- Vendors with disabilities requiring assistance may be granted special access to venue or additional accommodations can be made to the person's needs, please notify market organizers.
- Booth space will be given as a first come, first serve basis, you may be asked to move to another space only if the market organizer sees that the goods are being repeated to close to each other. It will be up to the organizers discretion to do this.
- Vendors should conduct themselves professional and courteous to venue staff, market shoppers and other vendors, disrespecting another person will be in direct violation of market standards and may result in revoking of merchant privileges.
- Vendors cannot show another artist's work that had not registered or did not get into the Market.
- We are NOT accepting any third party sellers, multi-level marketing, or large corporation consultants.
- Food Truck vendors will NOT be accepted by application. Please contact Town Hall or email events@townoflouisburg.org if you are interested in being a food truck vendor.
- Each Vendor will receive an approval email with the designated vendor number approximately 5 days prior to the event. Please make sure all email addresses are correct.
- If you are a local business and would like to sponsor ONLY for this event, please fill out the sponsor application.
- Questions about the requirements? Email: events@townoflouisburg.org and the event staff will respond accordingly.



TOWN of LOUISBURG
NORTH CAROLINA
Charming Since 1779

VENDOR APPLICATION

Name: _____

Business/Vendor Name: _____

Phone: _____

Email: _____

Business EIN or Tax ID Number: _____

Emergency Contact Name (Day of Event): _____

Emergency Contact Number (Day of Event): _____

Email: _____

Address: _____

City: _____ State: _____

Zip: _____

Type of Vendor:

- Artisan Vendor
- Food Vendor
- Other

Tell us about your vendor/business or products:

Example of Products

Please submit a photo or example of the products you plan to sale.

Drop files here or Select files



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Will you need **Power Supply** for this event? (Power supply is very limited and will be determined on a need basis.)

- Yes
 No

Sponsorship

*For Sponsorships only

Would you like to be a Sponsor of this event?

- ____ Yes
____ No

Sponsorship Amount:\$ _____

**The Christmas market vendor sponsorship helps to pay for fun things like Santa, train rides, bounce houses, photos with Santa and trinkets for the kids for this Christmas Event. Signage with sponsors name is posted at the event.

Sponsors Name/Business: _____

Contact Person _____

Contact Phone Number: _____ - _____

Email: _____

Social Channel

Website: _____

Please provide your business website or a URL where customers can purchase your products.

Social Media Links: _____
(Facebook, Instagram, etc.)

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Payment

I would like to:

- Pay for Vendor Registration Fee of \$55.00
- Be a Sponsor of this event for \$100.00
- Other: _____

Vendor Registration Fee: \$55.00 | Sponsorship Fee:

_____ Vendor Fee Pay by *Credit Card*
(Please call Town Hall at 919-496-3406 or complete this application online at www.townoflouisburg.org)

_____ Sponsorship Pay by *Credit Card*
(Please call Town Hall at 919-496-3406 or complete this application online at www.townoflouisburg.org)

_____ Vendor Fee Pay by *Check*

_____ Sponsorship Pay by *Check*

*If you prefer to pay by check please mail your registration form check for the vendor registration fee or sponsorship to Town Hall at 110 W Nash St. Louisburg, NC 27549 - Make checks payable to: Town of Louisburg - (Memo: Christmas Market) by Friday, November 18, 2022 at 5pm.

Signature (**Required**)

Date