



# Santa's North Pole & Holiday Market

## 2018 EXHIBITOR RULES & REGULATIONS

### Event Summary

On December 8<sup>th</sup>, 2018, The Montpelier Center for Arts & Education will be transformed into The North Pole when Santa comes to visit. This visit coincides with a large indoor holiday market hosting dozens of crafters, artisans, and farmers from across our community. Santa's North Pole will feature crafts and activities for kids, delicious refreshments, and an opportunity to spend time with Santa. The Holiday Market will bring together the talented producers in our area to offer visitors holiday fun and shopping.

### Location

The Montpelier Center is located at 17205 Mountain Road, Montpelier, VA 23192. The Holiday Market will take place in the Ballroom and surrounding Art Gallery within The Montpelier Center.

### Date / Hours

The Holiday Market will take place Saturday December 8<sup>th</sup>, 2018 from 9am through 2pm. Santa will be visiting children between the hours of 10am through 1pm. Exhibitors are permitted to arrive at 8am to begin setup of their booth. Breakdown and cleanup will be completed by 3pm.

### Exhibitor Guidelines

This event is held rain or shine and takes place indoors, excluding severe weather conditions that would impair safe driving (i.e. significant ice or snowfall).

### Eligibility Requirements

All goods must be locally grown or made by the exhibitor, including arts and crafts and consumable produce and value added items. Only exhibitors accepted into the Holiday Market are permitted to participate. Subletting, selling, or giving space to anyone is not permitted.

### Booth Information

All booths will be 6 ft. deep and 8 ft. wide and located in The Montpelier Center's Ballroom and surrounding Gallery.

- Each exhibitor is responsible for their own display materials.
- A limited number of 6 ft. tables and metal folding chairs are available for reservation on a first come first served basis. You are welcome to bring your own tables, chairs, and displays, but they must fit within your allotted space. If you are interested in reserving a table or chairs, please note on your application and we will let you know if there are any available.
- All work and displays must stay within your designated booth spot. No debris should be visible. The assigned booth must be kept clean throughout the event and left as found afterwards.
- Amplified music is not permitted without the consent of The Montpelier Center, with the exception of entertainment contracted by The Center for the event.

### Fees

Booth Fee is \$25 and will need to be submitted with your application. If not selected for participation in the show you will be notified and payment returned to you.

## Cancellation/Refunds

If you wish to cancel your reservation, please contact The Montpelier Center office. It may take up to 4 weeks for a refund to be processed. All refunds are subject to approval by The Montpelier Center. The deadline to request a refund is Friday, November 30<sup>th</sup>, 2018.

## Sales Tax

Exhibitors are responsible for tracking and reporting their own sales tax in accordance with the rules and regulations of the State of Virginia.

## Compliance

If selling consumable goods, exhibitors must comply with all local Health Department and Virginia Department of Agriculture and Consumer Services regulations applicable to their product. Vendors are completely responsible for all appropriate labelling, licenses, product inspections, weights, measures, and rules. Scales/weights are the responsibility of the vendor.

At all times, items sold at the Holiday Market must meet requirements of all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements. It is the sole responsibility of the vendor to ensure compliance.

## Accident/Injury

Any accident or injury must be immediately reported to the Holiday Market Manager. Anyone who comes to participate in the market, whether exhibitor, customer, or other, comes at his or her own risk. Exhibitors will operate at their own risk and assume liability from the customers.

## Lost or Stolen Property

Exhibitors and customers, not The Montpelier Center, are responsible for the safe keeping of personal property and goods offered for sale. In the event of stolen or lost property, the police will be contacted and appropriate action taken.

## Event Management/Exhibitor Needs

This event is managed by The Montpelier Center for Arts & Education. Should exhibitors have any needs before or during the event, they are encouraged to contact Amanda Gardner at [info@montpeliercenter.org](mailto:info@montpeliercenter.org) or (804)883-7378.

# Application Instructions

## Application Deadline

Applications must be submitted by November 30<sup>th</sup>, 2018 at 3pm

## Application Procedure

An Exhibitor application must be submitted and approved prior to sales at Santa's North Pole & Holiday Market. **A \$25.00 booth fee is due with your completed and signed application.** All application must also be accompanied with **3 photos showing samples of your crafted goods.** Photos should be in jpeg or png format if submitted electronically.

**Submit your application with fee and sample images by email, mail, or by dropping at The Center's office.**



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## 2018 EXHIBITOR APPLICATION

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**Mailing Address:**

The Montpelier Center for Arts & Education  
Attn: Amanda Gardner  
P.O. Box 82  
Montpelier, VA 23192

**Office/Physical Address:**

17205 Mountain Road  
Montpelier, VA 23192

**Email Address/Phone:**

Amanda Gardner  
[info@montpeliercenter.org](mailto:info@montpeliercenter.org)  
(804) 883-7378

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Name(s) \_\_\_\_\_ Date \_\_\_\_\_

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Business Name \_\_\_\_\_

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Business Physical Address \_\_\_\_\_ City/ZIP \_\_\_\_\_

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Mailing Address (if different) \_\_\_\_\_ City/ZIP \_\_\_\_\_

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Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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Email Address \_\_\_\_\_

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Addresses to any business website and/or social media accounts \_\_\_\_\_

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Name of co-workers, employees, family members, or friends who will accompany you at your Holiday Market booth \_\_\_\_\_

**I am interested in selling (please check all that apply): \***

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Bath & Body        | <input type="checkbox"/> Gourmet/Value Added Food | <input type="checkbox"/> Vegetables and Fruits |
| <input type="checkbox"/> Candles            | <input type="checkbox"/> Jewelry                  | <input type="checkbox"/> Wood                  |
| <input type="checkbox"/> Ceramics & Glass   | <input type="checkbox"/> Metal                    | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Digital Art        | <input type="checkbox"/> Mixed Media              |  |
| <input type="checkbox"/> Fine Arts/Graphics | <input type="checkbox"/> Photography              |  |
| <input type="checkbox"/> Furniture          | <input type="checkbox"/> Toys                     |  |

*\* Please read The Santa's North Pole & Holiday Market Rules and Regulations regarding what may or may not be sold at the market*

**Please provide detail about the products you are interested in selling and describe your production method.**

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**Exhibitor Booth Assignments and Parking**

Booth assignments will be finalized and reported to exhibitors prior to the day of the Holiday Market. Booths will be assigned by the Holiday Market Manager with consideration given to special needs of exhibitors (i.e. special arrangements of display, electricity needs, etc.) Exhibitors cannot park in the fire lane, but can utilize The Montpelier Center's Parking Lot to bring their display materials to their booth. Exhibitors may park their cars in The Montpelier Center's Parking Lot for the duration of the event.

**Please describe any special needs you have or any additional information you feel needs to be considered**

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**I hereby certify that I have read, understand, and agree to abide by The Montpelier Center's Santa's North Pole & Holiday Market 2018 Rules and Regulations**

\_\_\_\_\_  
Signature

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Date