



Old-Time Appalachian Christmas Festival

Vendor Information & Application
Date: Saturday, December 9, 2022
Festival Time: 12:00pm –6:00pm

You are invited to apply for booth space to sell your product(s) at the Old-Time Appalachian Christmas. If you have any questions regarding the application, email: pprice-love@galaxva.com or call 276.238.8130. **Application deadline is November 4, 2023. All applications with payment must be received by November 4, 2023.**

We ask you to incorporate some Appalachian Christmas related item or theme into your booth. All applications will be reviewed by the committee and we encourage hand-made items that support the theme. No commercial items will be accepted. For this festival, we will not be accepting multi-level marketing vendors. We encourage our churches, civic groups and non-profits to participate at no cost, however, we ask that you incorporate some theme related activity in your booth. Think of the history of our area and the old traditions – popcorn balls, apple stack cakes, stockings with fruit, candy and a small toy, music etc.. We encourage you to use battery lights to decorate your tent as power is very limited.

Booth numbers will be assigned and emailed out in early December, along with a map of your location and arrival instructions.

Festival hours are 12noon-6pm. All items must be unloaded and cars off the street by 11am. You are NOT allowed to bring your car back into the street prior to 6pm. If for some reason you must leave early or it rains, you are required to hand carry your merchandise out of the festival area to your vehicle.

Food vendors must comply with Galax Health Department regulations. You must apply for a temporary food permit at least 15 days prior to the festival. We can provide applications, just let us know if you need one. Call Galax Health Dept. at 276.236.6127 if you have questions.

The cost of vendor booth space is:

- \$50 for a 10x10 Food Booth**
- \$20 for a 10x10 Craft Booth Space**
- No Charge for Civic or Non-Profits**

Commercial businesses are invited to attend with a sponsorship level of \$250. Please call for information.

We look forward to seeing you on December 9th. Let us know if you have any questions.

Sincerely,

Patti Price Love

Tourism Director, City of Galax

Vendor Policies & Procedures Old-Time Appalachian Christmas

GENERAL TERMS OF VENDOR PARTICIPATION AGREEMENT – Please keep this portion for reference

FESTIVAL AREA:

The official “Festival Area” is as defined: Main Street from E. Washington St. to Oldtown St. and one block back from Main at each cross street.

VENDOR SPACES

1. Vendors should have adequate protection for inclement weather and wind. **All tents need to be anchored. All electrical cords must be covered or taped down.**
2. Applicants must submit photographs of their products and one (1) photo of their booth display.
3. To ensure variety and eliminate repetition, the festival will limit the kinds of crafts, goods, and products that will be accepted for sale at the festival. You **must** list products that you wish to sell.
4. **Booth space is 10 ft. X 10 ft.** Rental is for booth space only and does not include tables, chairs, tents, water or other items for your booth.

USE OF ALLOCATED SPACE(S)

1. The festival reserves the right to locate/relocate vendor booths according to the needs of the festival. Please indicate any special needs you may have when completing the application. We will do our best to fulfill your request; however we cannot make any guarantees.
2. Vendors can sell only from their rented booth space.
3. There shall be no sale of commercially manufactured items.
4. Vendor shall comply with all laws, ordinances, rules and regulations of any lawful authority, agency or government unity which apply to the use of its vending unit requirements, including without limitation, any applicable fire and building code of the City of Galax, and health regulations of the Galax Health Department. The vendor accepts full responsibility for the payment of sales tax occasioned by use of booth space.
5. Vendor shall be solely responsible for any and all injuries to persons or damages to property or any other injury, claim, damage or loss of whatever nature, arising from or related to the festival. Vendor shall indemnify, save and hold harmless the City of Galax and Galax Downtown Association, Board Members, employees, and volunteers from and against all liability, loss, damages, claims, costs and expenses (including reasonable attorney’s fees) arising out of injury to person (including death) or damage to property or any other injury, claim, damage, loss, cost or expense arising from the festival performed by vendor including, but not limited to, any negligence, act or omission of vendor or weather related issues.
6. Vendor agrees to accept responsibility for all materials and goods furnished by him/her, and used or displayed in the booth area. While the festival will make reasonable efforts to provide security, the exhibitor accepts full responsibility for his/her personal property.

CARE OF ALLOCATED BOOTH SPACE

1. All vendors are responsible for keeping the area in and around their booths clean throughout the festival.
2. Vendor shall be responsible for set-up and removal of their own equipment, fixtures, inventory and other property.
3. **Set-up Hours:**
Saturday, December 9, 2023 between the hours of 9am-11am.
(NO CARS ALLOWED ON STREET AFTER 11AM)
Please unload your items, park your vehicle and come back to set up your booth to allow for a smooth traffic flow.
Breakdown Time: Saturday, December 9, 2023 at 6:00pm.
Breakdown must be complete by 7:30pm.
4. **Exhibitor agrees not to take down booth before 6 pm. If you choose to tear down your booth before the end of the Festival, you will need to walk your merchandise and equipment out.**

5. NO vendor is allowed to set up or move into any other booth space, or open area.
6. Vendor shall furnish trash containers and bags, and bag all garbage and trash on a regular basis during the festival. At the conclusion, vendor must remove garbage, and equipment from the allocated vending space.
7. Cancellations: If there is a need to cancel, vendors need to email pprice-love@galaxva.com as soon as possible.
8. Once your application has been accepted and processed, no refunds or credits will be issued. Festival is held Rain or Shine.

POWER

1. Quiet Generators are permitted, but must be approved by the Festival Committee.
2. **110v electricity is available in limited quantity, and must be indicated on your vendor application. There is no guarantee of power, it is provided on first come, first serve basis.**
3. All vendors are required to supply extension cords. 10 or 12 gauge, cords are recommended.
4. Food vendors must comply with State of Virginia Fire regulations and be equipped with a fire extinguisher. All food vendors will be inspected by the Galax Fire Department. For a list of requirements visit Chapter 3, section 319: <https://www.dhcd.virginia.gov/sites/default/files/Docx/building-codes-regulations/archive-codes/2018/2018-virginia-statewide-fire-prevention-code.pdf>
5. The festival committee reserves the right to take immediate action in any situation where equipment, including electrical appliances and extension cords, appear to be substandard or unsafe.

LIABILITY

1. The City of Galax shall not be liable for any loss or damage to the property of vendor or any of its representatives, employees, agents, patrons and guests, because of fire, robbery, accidents, or any other cause whatsoever that may arise from vendor's use or occupancy of its allocated space during the festival.
2. Vendor agrees to indemnify and hold harmless representatives, employees, and volunteers of the festival and/or the City of Galax against any and all claims of any person whomsoever, from acts or omissions of the vendor, its representatives, employees, agents, patrons, or guests.

“Old Time Appalachian Christmas”
2023 Vendor Application
Festival Date: December 9th
Festival Hours: 12 pm – 6 pm

COMMITTEE USE ONLY: Date Approved: _____ Fee Paid: _____ Booth#: _____ Electricity: _____ # of Booths: _____
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Application must be received completed with full payment by November 4, 2023

*Cash or make checks payable to: **Galax Downtown Association**
Drop off or mail to: **110 E Grayson Street, Galax, VA 24333***

Please Print Clearly

Vendor Name

Vendor Address

City State Zip

Contact Person

Phone: Cell Email

Vendor Statement: Please give complete details of your entry below. Describe in detail what you will be selling or displaying in your booth. Please provide as much information as possible and include photos, links to website, or social media.

Attach additional information to back

Booth space requested: (circle)

Vendor Fee per 10 x 10 ft. space: **\$20 for Craft Booth**
\$50 for Food Booth
Free Civic Booth (limit 1 space)

Of booth spaces _____ X _____ = \$ _____

Electricity: (circle) YES NO

FOOD VENDORS ONLY: Water: (circle) YES NO

Vendor must supply own extension cord(s). Any power cords that run across the street must be secured with either a cover or duct tape to prevent a tripping hazard. You MUST SECURE your power cord or forfeit your electricity. We do not supply drop cords, tape or covers.

Power will not be available on festival day to any vendor that has not applied for power in advance with

Total Due (cash or check payable to City of Galax) \$ _____

Electricity is VERY limited and not guaranteed. Each booth space will have only 1 outlet available to them.

Special requests: _____

Please remember that all applications must be completed and turned in along with **full payment no later than November 4, 2023. Any special requests must also be made by this date. Payments will not be processed prior to acceptance. All unprocessed payments will be returned.**

I understand that the City of Galax, its Board Members, its employees, and volunteers will not be responsible for any lost, stolen, or damaged materials and/or merchandise of mine.

I have read and fully understand and agree to comply with the policies and procedures accompanying this application.

TERMINATION

I have read the 'General Terms of Vendor Participation Agreement' and agree to abide by its rules and all terms and conditions set forth therein.

I understand that violation of the rules and procedures will result in my removal from the festival:

Signature of Applicant

Date

If your application is accepted, you will receive additional information regarding location, set-up, etc., by mail in early December.