

## 2017 Jefferson Holiday Market Registration Rules and Procedures

- Complete and sign the official Jefferson Holiday Market registration form and return it along with payment. A signed application constitutes a contract to follow all rules and regulations. It is a contract to participate, personally, if accepted. **Early registration begins May 15th.**
- New vendors must submit at least two (2) photographs of the items that will be sold in your booth and one (1) photo of your booth set-up. If this is your first show and you do not have a picture of your booth set-up this does not mean you will not be accepted to the market. All photos may be submitted via email to [jeffersonholidaymarket@gmail.com](mailto:jeffersonholidaymarket@gmail.com) or attached to your application. Your photos are very important for acceptance to the Jefferson Holiday Market and may be used in advertising. The photos become the property of the Jefferson Holiday Market and will not be returned.
- Selection is based on quality, originality, creativity, and attractiveness of your booth display. All arts and crafts media is eligible. Buy/Sell items are eligible, but will be limited. Only one representative of companies such as Pampered Chef, Sentsy Candles, Mary Kay, Thirty One, etc. will be accepted. This show is promoted as a one stop holiday shopping opportunity and is **not exclusively a craft show.**
- No advertising or advocating for anything other than your own booth items and business as submitted in your registration form.
- Notification of acceptance will be emailed within two weeks of receipt of your registration and payment. The Holiday Market Committee reserves the right to decline any entry. If a registration is not accepted, a refund of the booth rental will be immediately processed. Upon acceptance, we will send a release of liability form to be completed and signed by you.
- Booth space may be shared, but all items to be sold in your booth must be listed on your registration form along with all contact names for the booth.
- All food vendors must send the registration form, payment, and complete menu for space reservation. There are limited booth spaces for food vendors. Variety and promptness can assist in securing an open spot.
- All booths must be set-up by 6pm on Friday, November 3rd. Food vendors should be prepared to sell by 5pm on Friday, November 3rd and can stay open 30 minutes after closing on Friday and Saturday, and up to one hour after closing on Sunday, November 5th.
- Taking apart and/or removal of booths will not be allowed before Sunday, November 5th, at 4pm and must be completed by Sunday, November 5th, at 7pm.
- All booths must be staffed at all times during the Market hours of operation. Customers cannot buy items if there is no one in the booth to sell the item.
- Vendors only have access through the loading dock entrance **before and after** Market times. Doors will be open at 8:30am on Saturday and 11:30am on Sunday. Loading dock doors will be locked during Market times.
- Each vendor will receive two (2) passes for use over the entire weekend. Vendors/booth workers who arrive without proper admission passes will only receive admittance to the Market through the main entrance at the appropriate admission charge.
- Additional vendor passes good for weekend admission may be purchased for \$5.00 per pass. Additional passes must be purchased by 2pm on Friday, November 3rd. **THE "NO PASS-NO ADMITTANCE" POLICY WILL BE STRICTLY ENFORCED. THERE ARE ABSOLUTELY NO EXCEPTIONS.**
- Vendors will need to park in the gravel lot at the rear of the building. Please keep the premium spots open for the customers.
- Our Friday night reception will open at 7pm. We ask that vendors wait to enjoy refreshments until all of the paying customers have had a chance to do so.
- Registration for new vendors will open June 12th.
- Any cancellation before September 1st: Full Refund, minus \$25 processing fee. Cancellation after September 1st: NO REFUND.
- Registration after September 1st will be charged a late registration fee of \$15.00.

## Categories

Please refer to the Category List below to complete the category section of your application. Vendors may only show and sell work that is listed on the application form. The Holiday Market Committee reserves the right to ask vendors to remove unauthorized items from their booth.

**Accessories** (hair bows, scarves, hats, handbags)

**Artwork** (drawings, paintings, mixed media)

**Bath** (soap, lotions, personal care items)

**Candles**

**Clay** (ceramics, pottery, porcelain)

**Clothing, Adult**

**Clothing, Children**

**Dolls** (fabric, fiber, porcelain, etc.)

**Fabric** (sewing, quilting, crochet, knitting, weaving, cross-stitch, needle-point)

**Fiber** (wreaths, baskets)

**Floral** (arranged, dried, live, potpourri, silk, pressed)

**Food Gifts**

**Furniture** (painted/stained, lawn/garden, child-size, unfinished)

**Games/Toys**

**Glass** (blown, cut, fused, mosaic, stained)

**Herbal** (soaps, potpourri, oils)

**Jewelry** (beads, clay, glass, metals, semi-precious stones)

**Leather** (accessories, bags, clothing, belts)

**Metal** (forged, punched, sculpture, aluminum, iron, pewter, silver, etc.)

**Miscellaneous**

**Musical** (instruments, cds)

**Paper** (calligraphy, paper-mache, scrapbooking, books)

**Photography**

**Plants, Live**

**Primitive**

**Seasonal**

**Wood** (painted/stained, household, toys, lawn and garden)

## General Information

**Set-up Times:**

Wednesday, November 1	10:00am-2:00pm
Thursday, November 2	10:00am-8:00pm
Friday, November 3	9:00am-6:00pm

You do not need to schedule a time to set-up your booth, but please be sure to sign-in prior to bringing your items into the building.

**Holiday Market Times:**

Friday, November 3	7:00pm-9:00pm
Saturday, November 4	9:00am-5:00pm
Sunday, November 5	12:00pm-4:00pm

**Food Booth Open Times:**

Friday, November 3	5:00pm -9:30pm
Saturday, November 4	8:30am-5:30pm
Sunday, November 5	11:30am-5:00pm

Holiday Market Admission Fees: This year the admission proceeds will benefit **Jackson County Habitat for Humanity**.

Friday, November 3	admission fee is \$5.00 (ticket is good for all weekend admission)
Saturday, November 4	admission fee is \$3.00 (ticket is good for admission on Saturday and Sunday)
Sunday, November 5	admission fee is \$2.00

**Security:** The Jefferson Civic Center is secured through an offsite security company during non-operating hours. The Holiday Market does not employ security officers for during market hours.

Each participant is responsible for materials and equipment left on site. A release of liability form will be sent to you upon acceptance to the market.

# 2017



COMMITTEE USE ONLY	
Date Received: _____	Received By: _____
Payment Type & Amount: _____	
Previous Space: _____	Current Space: _____
Space Requested: _____	Electricity: _____
Extra Booth Requested: _____	
Table Request: _____	Type: _____

Booth Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

Have you participated in the Market before?  Yes  No If yes, when and what did you sell? \_\_\_\_\_

Item	Quantity	Price	Amount
<b>10' x 10' Booth</b> - Only 1 booth until waiting list is full.		x \$100.00	
<b>2<sup>nd</sup> 10' x 10' Booth</b> (If Available) <i>Deposit will be refunded if booth not available.</i>		x \$25.00 deposit	
<b>10' x 10' Booth, Not for Profit</b>		x \$75.00	
<b>4' x 10' Hallway Booth</b>		x \$50.00	
<b>Outside Vendor, Non Food</b> (Maximum of Five) <i>Vendor must have a self-contained unit, no tables or pop-ups.</i>		x \$150.00	
<b>Outside Food Vendor</b>		x \$110.00	
<b>Outside Food Vendor, Not for Profit</b>		x \$90.00	
<b>Electrical (110v)</b> - One outlet per vendor.		x \$15.00	
<b>Table (6', 8', or Round)</b> - One table per vendor, limited supply.	Size _____	x \$5.00	
<b>Late Registration Fee</b> - After September 1, 2017		x \$15.00	
<b>Additional Vendor Passes</b>		x \$5.00	
<b>Returning Vendor Discount</b> - 2016 Vendors Only	Deduct \$15.00	-\$15.00	
<b>TOTAL</b>			

Vendor may submit booth requests or requirements in space below. Requests will be taken into consideration and honored based on availability. **Please be aware that booth space requests are not guaranteed under any circumstances.**

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Please list below your category from the "categories list" on the Application Rules and Procedures.

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Please give a full description of the item(s) being sold. If items are buy/sell items, please list all items to be sold. The back of this form may be used to give a complete description. If you are sharing space, be sure to include all items to be sold in the booth.

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

**Make check payable to: Jefferson Holiday Market • Mail to: 28 College Street, Jefferson, GA 30549 • Ph: 706-367-5714**