

# Christmas in November

## Craft & Gift Show

November 11<sup>th</sup>, 2017 9am - 4pm in the Old Rock School Waldensian Room

**Cost: \$40 per space**

### **Vendor Agreement, Guidelines & Instructions**

1. All vendors must have exhibits ready for the public by 8:30am on Saturday November 11<sup>th</sup>
2. All vendors must contain their exhibit items within their assigned area. This is mandatory for safety!
3. Vendors will be provided one 8' table & 2 chairs (unless specified otherwise)
4. Exhibits/Tables may be touching each other so please plan accordingly
5. Electricity is available. You must provide your own drop cords & power strips! Cords must be secured to the floor. Make sure to note this need on your application.
6. The event will include **handmade Christmas crafts & gifts only!**
7. All vendors must maintain their exhibit beginning at 8:30am until 4pm on Nov. 11<sup>th</sup> - No exceptions!
8. All vendors must submit payment no later than 5pm on Oct. 30<sup>th</sup> or that vendor will forfeit their booth.
9. Vendors will not be allowed to switch booth assignments the morning of the craft show.
10. Application fees will not be refunded after October 13<sup>th</sup>, 2017
11. All Vendors agree that the Christmas in November Committee has the right to evict vendors for any reason they deem necessary to maintain a wholesome event.
12. **ALL VENDORS ARE REQUIRED TO COME WITH A CHRISTMAS SPIRIT!**

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By signing above the vendor agrees to abide by these Guidelines for the Christmas in November Event

Booth assignments/acceptance will be announced before October 27<sup>th</sup>, 2017.

Spaces will fill up fast so please submit your application and payment as soon as possible to:

#### **Historic Valdese Foundation**

P.O. Box 655 Valdese, NC 28690

(Make checks payable to Historic Valdese Foundation)

***Admission to the event will be \$1 per person or free with the donation of a canned good item. Please inform your friends, clients and family.***

# Christmas in November Vendor Application

NOVEMBER 11<sup>th</sup>, 2017 9AM-4PM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THE SHOW? \_\_\_\_\_

SPECIAL NEEDS (Ex. Electricity): \_\_\_\_\_

IF YOU WOULD LIKE THE SAME SPACE AS LAST YEAR PLEASE SPECIFY LOCATION HERE: \_\_\_\_\_

CRAFT/EXHIBIT DESCRIPTION & CONTENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***You must include a photograph or a link to your Facebook page or your website of your exhibit***

This is the sixth year that the Valdese Community Affairs Department has partnered with the Historic Valdese Foundation to host the Christmas in November Craft & Gift Show. Vendors can expect to see approximately 700 visitors to the event. Raffles will be offered including concert tickets and donated furniture. The first 250 visitors will receive a complimentary shopping tote sponsored by the Historic Valdese Foundation. Proceeds from the show benefit the Historic Valdese Foundation's mission to preserve and celebrate the heritage of the Town of Valdese. Canned good donations will be sent to Burke United Christian Ministries.

**Tax ID Number:** \_\_\_\_\_

Due to new legislation in 2014, all Vendors must be registered with the NC Dept. of Revenue and have a valid Tax ID Number. All vendors must have a copy of their NCDOR certificate and number with them at the Festival. Vendors are responsible for collecting & reporting the applicable sales tax. This is a requirement for all vendor events. NCDOR online registration is free:

<http://www.dornc.com/electronic/registration/index.html>

**BOOTH #:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_ **AMOUNT PAID:** \_\_\_\_\_

-Office Use Only-

**Submit By:**

Fax: 828-874-2311 Email: [mshull@valdesenc.gov](mailto:mshull@valdesenc.gov) Mail: P.O. Box 655 Valdese NC 28690

**\*Please Send Payment with Application\***