



Our Town Enhancement Committee

9418 John Sevier Rd. New Market, VA 22844

540-740-3432

Craft/Retail Vendor Application

The Our Town Enhancement Committee hosts several events each year for the Town of New Market that offers vendor space. We hope that you will be interested in one or more events.

**All applications are subject to review and require approval.*

Event Line Up

| Event | Date | Time | Location |
|--------------------|--------------------|---------------------|---------------------------|
| Jammin' Foods Fest | May 18, 2024 | 4:00 p.m.-9:00 p.m. | New Market Community Park |
| Fall Festival | September 28, 2024 | 9:00 a.m.-4:00 p.m. | Downtown New Market |
| | | | |

Submit completed application to:

Savannah Frazier

PO Box 58

New Market, VA 22844

or Email it to

s.frazier@newmarketvirginia.com



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Quick Overview of Events

Jammin' Foods Fest: Food truck event with live music, beer/wine garden and retail vendors.

Attendance average: 600 **Vendor Fee:** \$50 **Location:** New Market Community Park

Deadline: May 3rd, 2024

Fall Festival: annual craft vendor event with live music, food, and activities. No more than 4 food vendors. *(not including snack foods such as cotton candy, or kettle corn)*

Average attendance: 300+ **Vendor Fee:** \$50 **Location:** Downtown New Market (Congress St.)

Deadline: September 16th, 2024

Important Vendor Information

- Vendors agree to be open and ready by event start time, unless other arrangements are agreed upon by Event Coordinator.
- Direct Sale businesses must have cash and carry items.
- Vendors are to be in compliance with all Health Department Regulations & obtain required permits for Shenandoah County (as needed)
- No refunds of vendor fee, unless the festival is canceled by Event Coordinator due to weather conditions.
- Vendors are responsible for their site clean-up. Trash truck will be on-site and the Town will handle proper disposal of waste.
- Electricity is not provided, unless arrangements are made with the Event Coordinator
- Specific details about event such as venue address, set up times, etc. will be emailed prior to the event.



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Event Retail Vendor Application

Please provide the following information about your business:

Business Name: _____

Contact Name: _____

Address: _____

Phone #: _____ Email: _____

Description of Items for sale:

Vendor spaces are set up to a standard 10'x10'. (tent, tables, and chairs are not supplied) If you require more space, please list reason below:

Select the events that you would like to participate in:

Jammin' Foods Fest-May 18th

Cost: \$50 per space

Fall Festival-September 28th

Cost: \$50 per space

***If you require more than one space, you will be charged for the extra space*

Payment is due at the time the application submitted. If you are not accepted for the event you selected, a refund will be issued.

By signing below, I am acknowledging that I understand that my application will be reviewed and must be approved to participate. I understand that the dates I selected are not promised, but an indication of my interest to participate. I agree to hold event producers, Town of New Market, and their officers, agents, employees, sponsors and volunteers harmless for any resulting loss or damage occurring to any person(s) or property.

Signature: _____

Date: _____