

Kris Kringle Christmas Market

*At the Charles County Fairgrounds PO Box 968 La Plata, Maryland 20646
301-932-1234 phone 301-934-6221 fax*



We are excited to be in the planning process for our 4th Kris Kringle Christmas Market to be held at the Charles County Fairgrounds, located at 8440 Fairgrounds Road, La Plata, MD 20646. Dates for the 2016 show are Friday December 9th 2016 and Saturday December 10th 2016.

The market will open at 4pm on Friday the 9th and run until 8pm that day. It will reopen Saturday the 10th at 9am and end at 8pm. The market will be a multi focused activity with tree lighting, a lighted Christmas Walk and a myriad of activities for children and adults. Area organizations such as the Southern Maryland Food Bank, Charles County Garden club, 4H, Boy Scouts, area Farmer's Markets, and an array of crafters and artisans will combine to offer a Christmas themed family-oriented great time for all.

The Fairgrounds Market will be one of the locations on the Charles County Holiday Trail. Other sites include Mt Aventine, Mattawoman Art Center, Smallwood State Park, and Thomas Stone National Park. The Advertising for the event will focus on keeping the "County in Christmas" and "Buy and Celebrate Local".

The Fair Board is looking for local Crafters to participate in this event. Inside space 10x10 will be available in heated buildings for you to display and sell your wares. With the addition of the new buildings, this event has plenty of space and ample parking. A nominal \$1.00 fee (or food gift for the Food Bank) will be the admission.

Activities will include Santa's arrival, Christmas tree lighting, Strolling Carolers, music from local school choruses and bands, an array of sales by local non-profit groups such as the Boy Scouts, children's activities run by the 4H club, Lighted holiday path and Christmas Village.

Space rentals are priced at \$100.00 for a 10x10 crafting space. Electric is available and is priced at \$10.00 for each 15 amp plug needed. You must be very specific when giving us your electrical needs.

Please complete and return your application along with your payment by November 15th 2016.

For further information please contact: **Larry Lathrop, (vendor coordinator)** Phone# 301-643- 9158 or
Via e-mail, lslathrop@comcast.net.

Sincerely,

Agnes Birch
Fair Manager
Charles County Fair Board

Kris Kringle Market Rules

1. All crafters are welcome however; artisan crafters will be given priority placement. To be considered an artisan, items for sale must be handmade. Artisan must submit 3 pictures of your craft with your application. Please also add a description of how your item is made and materials used.
2. Exhibitors that are assigned indoor space must remain at their assigned space and have personnel on duty at their exhibit while the buildings are open for the market hours. Designated aisles must remain clear at all times, due to local Fire Marshall Regulations. You may not interfere with your neighbor in any way.
3. All exhibitors must be present one hour prior to the markets opening day, or the vendor chairperson has the right to re-assign your space. **NO REFUNDS WILL BE GIVEN!**
4. No exhibitor may sell or sublet their assigned space to anyone else during the market.
5. No changing of assigned spaces is permitted unless approved by the vendor chairperson.
6. Nothing may be nailed, stapled, or otherwise attached to the walls, floors, or any other parts of the exhibition area.
7. Tables should be skirted or covered to the floor on all exposed sides with professional looking covers. Space must be kept in a neat and orderly fashion.
8. Back drops are strongly recommended. This is most important in the center aisle of the main building to separate your booth from the booth behind you.
9. Applicants can request wall or corner space and the coordinators will do their best to accommodate however, the market is first come first serve with priority given to past vendors. There will be no guarantees.
10. Smoking is strictly prohibited in all buildings and barns.
11. Open flames are strictly prohibited in all the buildings and barns, **this includes candles!**
12. Exhibitors are responsible for all display materials, including tables and chairs.
13. The fairgrounds **will not have** any tables or chairs available for use.
14. Break-down- booths must be fully dismantled and packed prior to your vehicle entering the loading area. Once your all packed please see vendor chairperson or event crew.
15. Vendors are required to stay for the duration of the market. Early departure is not permitted.
16. You are responsible for cleaning up your booth area prior to departure. Please put all trash in trash cans provided.

17. There is a \$35.00 fee for all returned checks.
18. There will be a \$25.00 additional fee for applicants that submit their applications after the 11-15-15 deadline.
19. There will be no vendor parking or vehicles allowed on the actual fairgrounds. There is ample parking on the fairground perimeters. Traffic will flow one way only; you must enter at the South gate and exit at the North Gate. PLEASE BRING equipment with you such as dollies, carts or anything that you may need to assist you when transporting items if needed during the market hours.
20. Food Vendors selling any type of food must present a Health Dept Permit. This includes any vendor that is giving away samples during the show. Please contact the Charles Co Dept of Environmental Health to obtain the proper permit for the market.
The Charles Co. Dept. of Health (phone #301-609-6900)
21. Vendors are to conduct themselves in a professional manner respecting other vendors, event staff and the event rules. Those who do not abide will be asked to leave and not return. There are many vendors on a waiting list wanting to be a part of this show.
22. Please make **check payable to Charles County Fair Inc.** and return your application and payment **no later than Nov. 15th 2016** to:

**Kris Kringle Christmas Market
C/O Lawrence Lathrop
PO Box 237 Hughesville, MD 20637**

Please sign below that you have read, understand and agree to abide by the above show rules.

Signature _____ Print _____

Company/Business name _____

E-mail address for contract _____

Kris Kringle Christmas Market 2016 Vendor Application

Date _____

Business/Organization _____

Mailing Address _____

Contact Person _____

Phone (home) _____ (cell) _____

E-mail _____ Website _____

Type of Business _____

10x10 Space indoor crafter fee is \$100.00 if paid by 11-15-16 after that date is \$125.00

****There will be a \$10.00 early pay discount for payment received prior to Sept 15, 2016 ****

Spaces required (number) (_____) Total dollar amount (\$ _____) discount applies Y/N

Electrical fee is \$10.00 per 15 amp outlet

How many outlets needed? _____ Total dollar amount per outlet (\$ _____)

Total amount of payment \$ _____ (space plus electrical requirements if needed)

Will you have items on site for sale or distribution? Yes _____ No _____

If yes, what product (s) _____

What price range? _____

Brief description of your exhibit (product/materials to be displayed) _____

Food Vendors, please list proposed product and prices _____

References _____

Other places you have exhibited _____

REMEMBER THERE ARE NO TABLES OR CHAIRS AVAILABLE

For office use only

Date received _____ Approved _____ Discount applies? Y/N Contract sent _____