



2023 FALLS CHURCH HOLIDAY GIFT & CRAFT SHOW VENDOR APPLICATION

WHAT: 31st Annual Juried Holiday Gift & Craft Show

WHEN: Saturday, December 2, 2023 from 9am – 4pm and
Sunday, December 3, 2022 from 11am – 4pm

WHERE: Falls Church Community Center, 223 Little Falls Street, Falls Church, VA 22046

APPLICATION DEADLINE: Friday, August 25, 2023

MERCHANT STIPULATIONS:

- All items must be good quality, unique and original merchandise, appealing to a holiday shopper. Non jewelry items do not have to be handmade by the vendor, but, no kits, imported items, patterns, wholesale, resale, or flea market items of any kind are allowed.
- All jewelry must be handmade by the vendor.
- All baked goods must be made by the vendor and individually prepackaged. Vendors selling baked goods are responsible for meeting all Fairfax County Health Department regulations. For a copy of the regulations or for any questions, call (703) 246-2444.
- All applications will be carefully juried for quality and added value as well as diversity to the show. Vendors are required to include how their items/products are created on the application.
- A complete application includes the application, three color photographs submitted via email to events@fallschurchva.gov or attached to your application (with at least one showing booth set up), a price list for all items to be sold and a description of how your goods are created. Photos will be returned in your welcome packet at the show for future use.
- Vendors must attend both days and stay for the entire duration of the show. Booth's may not be left unattended during show hours except for short break periods.
- Vendors may only sell items that have been listed on application, shown in photos and been accepted by the jury. Falls Church Recreation and Parks Department reserves the right to remove any item from display or dismiss any vendor that does not meet guidelines or provide accurate information of items being sold on application. Toy weapons are not to be sold.
- Tables must be covered to the floor and no boxes or packing items can be visible during show hours.
- Vendors must stay in their assigned space and may NOT sublet any part of their space or use any aisle space.
- Vendors shall leave their assigned space(s) in good order. Vendors shall not cause damage to walls or floors.
- Electrical power will be provided to vendors who pay the additional electrical fee. Vendors must provide their own electrical cords and lights. A maximum of two 75-watt lights are permitted.
- Vendors are responsible for the licenses and taxes related to their sales. An ST-50 form will be included in your confirmation packet. For any tax questions, contact the Virginia Department of Taxation at (804) 367-8037.

Direct specific inquiries to: Corey Payne, cpayne@fallschurchva.gov

- Falls Church Recreation & Parks Department reserves the right to limit the number of vendors per category, but exclusivity of items is not guaranteed. Jewelry vendors should specify how their jewelry is unique (please specify type). Number of jewelry vendors will be limited. To display any type of jewelry at your booth, you must check jewelry on the application. If you do not, you will not be permitted to display any jewelry during the show.
- Falls Church Recreation & Park Department will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen, or damaged items.
- Vendors must provide their own insurance. Proof of coverage must be in the amount of \$1,000,000 for user liability and be effective through December 1, 2023 through December 3, 2023. Any questions should be submitted to your insurance agency. www.ACTinsurance.com offers insurance for crafters.
- By participating in this event, the exhibitor agrees to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. An exhibitor is an independent party and is solely responsible for their booth space and operation, and the City of Falls Church solely is providing a place for the party to conduct their business.
- No refunds or transfers. The Falls Church Recreation and Parks Department has the right to cancel, postpone or modify the event due to weather, natural disasters, pandemics, or other unforeseeable circumstances. We will notify participants at least 48 hours in advance.
- Vendors will be notified of acceptance or denial in the show by Friday, October 13, 2023. If accepted into the show, vendors must submit payment and proof of coverage by Friday, November 3, 2023.
- Event details with COVID specific guidelines and protocols, if any, assigned space number, check-in time, maps and more will be emailed late November to accepted vendors.
- Those interested in business promotion in the Falls Church News-Press, should contact Sue Johnson at sjohnson@fcnp.com.

Application must be received by Friday, August 25, 2023.
Please do not submit payment with your application.

TO APPLY:

1. Complete the attached form.
2. Enclose:
 - a. Three (3) color photographs attached to your application or submitted via email to events@fallschurchva.gov
 - b. Prices of all items to be sold should be listed on an attached sheet.
 - c. A brief written description of your items, including how you create them and their appeal to a holiday shopper.
3. Include proof of insurance
4. Return application by emailing events@fallschurchva.gov OR Mail/Drop Off:
 ATTN: Special Events
 223 Little Falls Street
 Falls Church, VA 22046

Application must be received by Friday, August 25 2023.

Direct specific inquiries to: Corey Payne, cpayne@fallschurchva.gov

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MERCHANT NAME: _____

CONTACT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____ WEBSITE: _____

STATE SALES TAX REGISTRATION NUMBER: _____

DETAILED DESCRIPTION OF ALL ITEMS INCLUDING PRICES AND HOW PRODUCTS/ITEMS ARE CREATED:

* These descriptions will be used by the jury to help evaluate your items. Attach separate sheet if more space is required.*

VENDOR FEES:

Application must be received by Friday, August 25 2023.

CRAFTER: All items sold are handmade by the merchant

_____ \$205 for gym space OR _____ \$145 for Teen Center/Community Room

MERCHANT: Including handmade items not made by the merchant

_____ ● \$205 for gym space OR _____ \$145 for Teen Center/Community Room

All spaces are **10ft across x 8ft deep**. Fee includes tables and chairs. If you would like an aisle between you and your neighbor, it must be within the given 10ft x 8ft space provided.

Selected vendors will choose one set up time after being accepted: either 5pm-8pm Friday, December 1 or 6-9am Saturday, December 2.

Jurying: Please select only one category. If you have ANY jewelry, you must select the jewelry category. We reserve the right to modify selected category.

Baskets	Carving	Ceramics	Clay	Decorative Arts
Decorative Painting	Fiber Arts	Fine Arts	Food	Glass
Graphics	Jewelry	<input type="checkbox"/> Leather	Metal	Natural Materials
Needlecraft-Hand	Needlecraft-Machine	Paper Craft	Personal Care	Photography
Wax Products	Wood	Other _____		

If a customer asks for your contact information, may we provide it? ____ Yes ____ No

How did you hear about this event? _____

Please DO NOT submit payment with application. Application must be received by Friday, August 25 2023.

I have read the vendor stipulations and agree to abide by all terms. If I violate any of the vendor stipulations, I may be forced to close my booth and forfeit all fees paid. By participating in this event, I agree to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. I understand that as an independent party, I am solely responsible for my booth space and operation, and that the City of Falls Church is just providing a place for me to conduct my business. I agree to follow all CDC and City of Falls Church COVID protocols and guidelines that are in place as of December 1, 2023.

SIGNATURE _____ DATE _____