



December 8 - December 9, 2023
Vendor Application

Dear Vendor:

We invite you to be one of the Christkindl Markt's 2023 craft or food vendors. Since 2016 our outdoor event has become a destination for artisan vendors and Christmas shoppers in downtown Hagerstown. This is a family friendly event offering a festive atmosphere, Santa visits, kids' crafts, photo opportunities, food and drink. Feel free to check us out:

Website: <http://christkindlmarkthagerstown.com/>

Facebook: <https://www.facebook.com/christkindlhagerstown>

Here are this year's dates and times: **Friday, December 08, 2023 from 3:00 pm to 8:00 pm, and Saturday, December 09, 2023 from 10:00 am to 4:00 pm.**

If you are interested in this opportunity, please submit the attached application.

Please note, the deadline for applications is Saturday, October 28, 2023 and space is limited. The Christkindl Markt committee encourages you to complete and return the attached vendor application (and all other required materials) as soon as possible. **Once a specific category is filled, we will not review further applications for this category.**

As in previous years, we are offering an early bird special! See application for details.

A large part of making this event successful is having a selective variety of craft and food vendors so that attendees can take their own festive fun home with them. Entries will be juried by the Christkindl Markt committee in order to maintain variety, quality, and originality. Please be specific about the items you plan to sell, and include pictures to aid in the decision process (photos will not be returned), or provide us with a link to your online selling site.

If you would like to offer a door prize, it must be listed in your contract. We will make announcements of winners throughout the two days of the Markt. You will bring the actual item to the event and keep it at your booth where the winner will pick it up.

If you have any questions, please contact us via email at info@christkindlmarkthagerstown.com and a committee member will be happy to help.

We are confident that you will enjoy participating in the Christkindl Markt. We look forward to working with you to make this event a tremendous success.

Sincerely,

The Christkindl Committee
Christkindl Markt
Hagerstown, Maryland

INFORMATION SHEET

DATES & TIMES: Friday, December 08, 2023, 3-8 pm and (set up starts at noon)
Saturday, December 09, 2023, 10 am-4 pm (tear down to be completed by 6pm)

COST: The cost per 10'x 10' space is \$125. This fee is non-refundable, see exception below.*
No more than two (2) spaces may be reserved per vendor at \$125 per space.

Early Bird Special of \$100 per space if you apply and pay no later than July 1, 2023

Please note that vendors producing oil and grease by-products will be required to pay a \$50 per day refundable clean-up fee. Please submit this as a separate check.

LOCATION: University Plaza, 50 West Washington Street, Hagerstown, MD

TEMPORARY HEALTH DEPARTMENT FOOD VENDING PERMIT:
Food vendors must obtain permits by applying directly to:

Washington County Health Department
Division of Environmental Health
13332 Pennsylvania Avenue
Hagerstown, MD 21742
Phone—240.313.3400

TAX: *All vendors* (food and craft) are responsible for collecting Maryland State Sales Tax. For information, contact Retail Sales Tax Division at 301-791-7108

DEADLINE: All completed vendor applications must be returned by Saturday, October 28, 2023. Spaces will be assigned at the discretion of the Christkindl Markt Committee to ensure safety, good flow of traffic and a variety of offerings.

* in case of severe weather leading to the cancellation of the entire event, your vendor fee will carry over to next year's event.

2032 Christkindl Markt Application Form

Complete and return to by October 28, 2023:

Christkindl Markt Hagerstown Inc.

59 North Potomac Street

Hagerstown, MD 21740

Make checks payable to: Christkindl Markt Hagerstown Inc.

The fee for a 10 foot x 10 foot space is \$125.00. Additional spaces may be reserved. Please indicate how many below and submit total \$ amount with your application. Limited double spaces are available. This fee is non-refundable *.

Dedicated power must be requested in advance and requires a fee of \$50.

A tent canopy is required and must be furnished by vendor. Sides are highly recommended.

Application submitted and paid by July 1, 2023: Early Bird Pricing of \$100/space_____

I will offer a door prize of the following nature:_____

Business Name:_____

Vendor Name:_____

Tax #: _____

Telephone:_____ E-mail_____

Website: _____ Social Media:_____

List of products you wish to sell _____

Number of space(s) needed: 10'x10' = _____ \$_____

Exact dimensions of setup if 10-10 is not enough _____ feet by _____ feet (please include picture of setup) A change to your vendor fee may be applicable. \$_____

Do you sell out of a trailer? _____ How is trailer moved? _____

Limited Electricity and generators are available. Do you require electricity? ____ Yes ____ No

If so, # amps _____ + # of volts _____ Do you need dedicated power, \$50? ____ \$_____

Will you bring your own generator to provide electricity? ____ Yes ____ No

Do you require access to water (non-potable?) ____ Yes ____ No

Will you use fuel for any purpose? ____ Yes ____ No

Please specify purpose and exact fuel type and the fuel storage/dispensing container:_____

Total submitted with application \$ _____

All set-up materials including tables, chairs, tent, outdoor extension cords, etc. must be provided by vendor, you should plan on a 50 to 100 foot reach to power.

* in case of severe weather leading to the cancellation of the entire event, your vendor fee will carry over to next year's event.

CHRISTKINDL MARKT HOLD HARMLESS AGREEMENT

Lessee/User: _____

Event/Use: Christkindl Markt

Location: University Plaza, Hagerstown, Maryland

Dates of Use: 12/08/2023 & 12/09/2023

The Lessee/User agrees that it shall indemnify Christkindl Markt and hold harmless Christkindl Markt against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding Christkindl Markt harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend Christkindl Markt at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Lessee/User

By (Signature and Title)

Street

City, State, Zip

Telephone

Return to:
Christkindl Markt Hagerstown Inc.
59 North Potomac Street
Hagerstown, MD 21740

Vendor Instructions and Guidelines
2023 Christkindl Markt at University Plaza
Hagerstown, Maryland
December 08 & December 09, 2023
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HOURS FOR VENDORS, please initial:

___ Friday, December 08, 3 pm-8 pm, set up will begin at noon.

___ Saturday, December 09, 10 am to 4 pm, tear-down will begin at 4 pm and vendors need to be packed and ready to leave no later than 6 pm.

- Vendors may secure their belongings in their tent overnight. Security will be provided overnight by a licensed security company and the Plaza will be locked.
- The event will be held as long as it does not snow or rain significantly. A determination to cancel the event due to weather will be made the morning of the event.

ARRANGEMENTS/RESTRICTIONS

- Space Size: Space requirements must be indicated on the Application Form and in the case of double space reservation, double the space fee is required.
- Only one (1) vendor per booth.
- Set-up: Vendors will be responsible for providing their own set-up, (i.e., tables, chairs, tents, etc.). Tents are required and sides are highly recommended. We found sides offer useful protection against the elements, if needed. LED outdoor lights can really enhance your tent and use very little electricity.
- All vendors requiring electricity must supply their own outdoor extension cords and power strips to access electricity in the plaza.
- Food vendors accepted must apply for and receive a temporary food permit from the Washington County Health Department. Your Washington County Health Permit must be shown at all times. If you have questions, call 240-313-3400.
- Food selection will be based on the menus chosen by the Committee. Only those food and drink items selected may be sold - NO EXCEPTIONS.
- Vendor booths WILL NOT EXCEED PROVIDED SPACE.
- No souvenir items may be sold by any food vendor, (i.e., t-shirts, hats, buttons, balloons, cups, etc.).
- Vendor agrees that if any of these guidelines are not followed, the Committee has the right to revoke said vending privileges, close said vendor's stand, and have them removed from the site without refund.
- Vendor will be responsible for taking away all grease from your vending operation. Dumping grease on the ground or in storm drains is strictly prohibited. Grease shall be stored in appropriate containers. Do not utilize trash barrels or boxes for grease.
- Vendors doing on-site cooking must meet requirements set forth by the City Fire Marshal.
- All vendors will be required to sign a Hold Harmless Agreement with the Christkindl Markt.
- The City prohibits the driving of any stakes, nails, etc., into the vending area for any reasons.
- The City prohibits the use of the decorative lamp posts for securing tables, booths, etc. It is also prohibited to tape, wire, tie or otherwise hang anything from these lamp posts.
- ***Vehicles may be parked in Hayes Alley and on Washington Street for unloading purposes only and must then be moved to designated parking lots and garages.***