

Fairfax City, VA 2026 Holiday Market Application

Application Deadline: August 1, 2026

APPLICATION INFORMATION

OFFICIAL USE ONLY

Date Received: _____

☐ Indemnification

Accepted _____ Date Paid _____

☐ Weekend 1 _____

☐ Weekend 2 _____

☐ Outdoor ☐ Indoor Booth Space _____

☐ A

☐ B

☐ C

Fairfax City's Downtown Holiday Market is the first 2 weekends in December in Old Town Square (10415 North Street, Fairfax, VA). Vendors may apply to both weekends; however, if accepted, a vendor will only be selected to participate in one weekend. The total cost for one weekend (3 days) is \$170 outdoors and \$200 indoors. Booth payments will be collected upon acceptance into the Holiday Market. Fairfax City will provide a 10'x10' space, tent, electricity, and a heater (pre-approved by the Fire Marshall) for each outdoor space. Vendors must bring their own extension cords, tables, chairs and lights. No outside heaters allowed.

Holiday Market Schedule:

Weekend 1: December 4, 5, and 6

Weekend 2: December 11, 12 and 13

Fridays: 5pm - 8pm

Saturdays: Noon - 6pm

Sundays: Noon - 5pm

Events During the Holiday Market

December 5th - Festival of Lights & Carols

December 6 - Photos with Santa

December 14 - Paws and Claus

Please submit the criteria information requested below along with a minimum of (3) display photos of your items and (1) of your booth display. **Deadline for submitting an application is August 1, 2026. Status notifications will go out in late October 2026. City Staff select a variety of artisans and will limit vendors selling the same items.**

Name of Business _____

Contact Name _____

Email _____ Cell _____

Mailing Address _____

City _____ State _____ Zip _____

Please check the weekend and space type you would prefer to have at the Downtown Holiday Market (if no preference you may check multiple). Requested booth space numbers are not guaranteed.

WEEKEND 1

☐ December 4, 5, & 6

☐ Indoor ☐ Outdoor

Request a Space # _____

WEEKEND 2

☐ December 11, 12, & 13

☐ Indoor ☐ Outdoor

Request a Space # _____

INDEMNIFICATION: I have read all regulations and information pertaining to participation in Fairfax City events, as a vendor. I hereby waive any claim against and agree to hold harmless Fairfax City and the Parks and Recreation Department, their employees, elected officials, officers, agents and volunteers, from any and all claims, actions, judgements, liability for damages, losses, costs, expenses, or injury incurred or arising out of my errors, acts, omissions, violations and noncompliance with the Customer Products Safety Act, or any other mandatory legal standards or requirements my during participation in Fairfax City events. I agree to pay all judgements, fines, fees, costs, expenses, and reasonable attorneys' fees incurred by the City and the parties herein indemnified from such legal proceedings. This Agreement shall be governed by the laws of the Commonwealth of Virginia. For more information on event insurance, please contact us at specialevents@fairfaxva.gov.

Vendor has caused this Agreement to be duly executed as of the date first set fourth below:

VENDOR SIGNATURE _____

DATE _____

Category Listing (Check One Only)		Jewelry	Photography
Apparel	Fabric/Needlework	Miscellaneous	Pottery/Clay/Ceramics
Baskets	Floral	Multi-Media	Soft-Sculpture
Digital Art	Gourmet Food	Painting/Drawing	Wood
Dolls & Accessories	Glass	Personal Care/Home Fragrance	

Description

This will be used by the selection committee while evaluating your overall application and photos. Please write clearly in the space provided below or submit an additional page/attach a description to each photo. **A booth photo is required**, or a mockup version is acceptable, for first time vendors. **All vendors must submit photos. Photos will not be returned and any application without photos will not be considered.**

Holiday Market Rules

1. To be considered, items for sale must be handmade. Include a description of how your item is made & a minimum of 3 photos (electronic photos are acceptable) of your craft, and a booth photo. May provide website/Etsy page *in addition to* the required photos.
2. The reviewal process includes the following criteria: Originality, handmade, salability, presentation (i.e., packaging, booth photo, etc.), and thorough completion of the application.
3. Crafters assigned a space must remain at their assigned space throughout the weekend and have a personnel duty to their exhibit while the tents 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.
4. All crafters 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!**
5. No crafter may sell or sublet their assigned space to anyone else during the market.
6. Changing of assigned spaces is not permitted unless approved by Fairfax City staff.
7. Nothing may be nailed, stapled, or otherwise attached to the walls, floors, or any other parts of the assigned space.
8. 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.
9. Applicants can request a specific space, and the coordinators will do their best to accommodate. There are no guarantees.
10. Smoking is strictly prohibited in the tents and in the park.
11. Open flames are strictly prohibited in all tents (including candles).
12. **Crafters are responsible for bringing all display materials, tables, chairs, extension cords, and tent lights. The city will provide a 10' x 10' tent with vinyl walls and electricity.** The vinyl walls will be secured nightly during the market. Vendors may leave their items in the tent overnight, if preferred. Local authorities will increase their patrol during off hours.
13. **Vendors are required to stay for the entire duration of the market.** Early departure or late arrival is not permitted. If a vendor decides to leave early or arrives late, this may affect future participation in craft shows with Fairfax City.
14. You are responsible for cleaning up your booth area prior to departure. Please put all trash in trash cans provided.
15. Vendor parking is available on site for unloading. Vendors may be asked to repark after unloading.
16. Gourmet Food Vendors selling any type of food must have a Fairfax County Health Department Permit and follow all Fairfax County Health Guidelines (includes vendors giving away samples). Please contact the Fairfax County Health Department for permitting or questions. Fairfax County Health Department Phone: 703-246-8430
17. 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.

 <p>Questions? Email: SpecialEvents@fairfaxva.gov Phone: 703-385-1710 WWW.FAIRFAXVA.GOV/SPECIALEVENTS</p>	<p><u>SUMBIT YOUR APPLICATION</u></p> <p>Email: SpecialEvents@fairfaxva.gov Mail: Special Events 10455 Armstrong St., Room 123, Fairfax, VA 22030</p>
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