



Parks and Recreation



## **3rd Annual Downtown Holiday Market Information at Old Town Square**

Fairfax City is starting to plan for our third Downtown Holiday Market to be at Old Town Square located at 10415 North Street, Fairfax, VA 22030. The Market will be the first 3 weekends in December. You will be asked to choose a minimum of one (1) weekend out of the three (3).

The schedule for the market will be as follows:

December 6, 7 and 8 (Festival of Lights and Carols is on December 7)

December 13, 14 and 15 (Lunch with Santa is December 14)

December 20, 21 and 22

The hours the market will be open are listed below:

Fridays 5:00pm – 8:00pm

Saturdays 12noon – 6:00pm

Sundays 12noon – 4:00pm

We will have 16 booth spaces available for rent for each weekend. Each space will be 10x10 and Fairfax City will provide a tent, 2 tables, 2 chairs, electricity and a heater for each space. City heaters are pre-approved by the Fire Marshall, you are not allowed to bring your own heaters. Vendors must bring their own extension cords and lights for electricity. Space rentals are priced at \$120 for a 10x10 crafting space per weekend (3 days).

Activities over the 3 weekends will include the Fairfax City Festival Lights and Carols, Santa's arrival, Christmas tree lighting, live music, and an array of crafters and artisans will combine to offer a Christmas themed family-oriented great time for all.

Deadline for application will be due Monday, September 2, 2019. Once you are notified of your acceptance, payment will be due no later than Friday, November 8, 2019. For further information please contact: Mitzi Taylor via email at [Mitzi.taylor@fairfaxva.gov](mailto:Mitzi.taylor@fairfaxva.gov) or via phone at 703-385-7949.

## Downtown Holiday 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. Include a description of how your item is made and materials used along with 3 photos (electronic photos are acceptable) of your craft/art or website/Etsy page.
2. Crafters that are assigned space must remain at their assigned space and have personnel on duty at 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.
3. 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!**
4. No crafter may sell or sublet their assigned space to anyone else during the market.
5. No changing of assigned spaces is permitted unless approved by Fairfax City.
6. Nothing may be nailed, stapled, or otherwise attached to the walls, floors, or any other parts of the assigned space.
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. The market is first come first serve; however, applicants can request a space and the coordinators will do their best to accommodate. There will be no guarantees.
9. Smoking is strictly prohibited in tents.
10. Open flames are strictly prohibited in all tents, this includes candles!
11. Crafters are responsible for all display materials, however, the City will provide tent with vinyl walls, 2-6 foot tables, 2 chairs and electricity. Any additional tables or chairs will need to be provided by the crafter. The vinyl walls will be secured nightly during the market, most vendors leave their items in the tent overnight, we have not had any incidents of theft.
12. Vendors are required to stay for the duration of the market. **Early departure is not permitted.**
13. You are responsible for cleaning up your booth area prior to departure. Please put all trash in trash cans provided.
14. There will be vendor parking on site. Please refer to the map.
15. Gourmet 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 Fairfax County Health Department to obtain the proper permit for the market. The Fairfax County Health Department (phone #: 703-246-8430)
16. 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.

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

Signature \_\_\_\_\_ Print \_\_\_\_\_

Company/Business name  
\_\_\_\_\_