



Please read all of the rules and procedures provided here. Your signature on the vendor registration form indicates your understanding and acceptance of these rules as stated. Failure to follow these rules will be addressed accordingly, and may lead to removal from our market. Thank you for your cooperation in making our market a safe and successful annual event.

2020 JEFFERSON HOLIDAY MARKET REGISTRATION RULES AND PROCEDURES

- Complete and sign the official Jefferson Holiday Market registration form and return it along with payment. A signed application constitutes a contract to follow all rules and regulations. It is a contract to participate, personally, if accepted. **Early registration for 2019 vendors began on November 3, 2019. No registration discounts were available after December 31. Repeat vendor registration was reinstated as of June 25, 2020. New vendor registration begins July 15, 2020.**
- New vendors must submit at least two (2) photographs of the items that will be sold in your booth and one (1) photo of your booth set-up. If this is your first event and you do not have a picture of your booth set-up this does not mean that you will not be accepted to the market. Photos must be included with your application and may also be submitted via email to jeffersonholidaymarket@gmail.com. Your photos are very important for acceptance to the Jefferson Holiday Market and may be used in advertising. The photos become the property of the Jefferson Holiday Market and will not be returned.
- Vendor selection is based on quality, originality, creativity, and attractiveness of your booth display. All arts and crafts media is eligible. Buy/Sell items are eligible, but will be limited. Only one representative of companies such as Pampered Chef, Sentsy Candles, Mary Kay, Thirty-One, etc. will be accepted. This event is promoted as a one stop holiday shopping opportunity and is **not exclusively a craft show**.
- No advertising or advocating for anything other than your own booth items and business as submitted in your registration form.
- Notification of acceptance will be emailed within three weeks of receipt of your registration and payment. The Holiday Market Committee reserves the right to decline any entry. If a registration is not accepted, a refund of the booth registration fee will be processed. Upon acceptance, you will receive a release of liability form that needs to be completed and signed by you.
- Booth space may be shared, but all items to be sold in your booth must be listed on your registration form along with all contact names for everyone sharing the booth.
- Second booth availability is extremely limited and will not be guaranteed for new vendors.
- All concession food vendors must send the registration form, payment, and menu for space reservation. There are limited booth spaces for food vendors. Variety and promptness can assist in securing an open spot. **Please note that concession vendors have a different registration form, and are required to secure a sales permit from the county.**
- All booths must be set-up by 6pm on Friday, November 6th. Food vendors should be prepared to sell by 5pm on Friday, November 6th and can stay open 30 minutes after closing on Friday and Saturday, and up to one hour after closing on Sunday, November 8th.
- Taking apart and/or removal of booths will not be allowed before Sunday, November 8th, at 5pm but must be completed by Sunday, November 8th, at 7pm.
- All booths must be staffed at all times during the Market hours of operation. Customers cannot buy items if there is no one in the booth to sell the item.
- Vendors only have access through the loading dock entrance **before and after** Market times. Doors will be open at 8:30am on Saturday and 11:30am on Sunday. Loading dock doors will be locked during Market times.
- Vendors will be instructed as to where to park, in order to keep the premium spots open for the customers. Parking signs will be provided for each vendor, and must be displayed in your car window during the Market weekend.

2020 JEFFERSON HOLIDAY MARKET REGISTRATION RULES AND PROCEDURES (CONTINUED)

- Each vendor will receive two (2) passes for use over the entire weekend. Vendors/booth workers who arrive without proper admission passes will only receive admittance to the Market through the main entrance at the appropriate admission charge. Additional vendor passes good for weekend admission may be purchased for \$5.00 per pass. Additional passes must be purchased by 5pm on Friday, November 6th. **THE “NO PASS-NO ADMITTANCE” POLICY WILL BE STRICTLY ENFORCED. THERE ARE ABSOLUTELY NO EXCEPTIONS.**
- The Jefferson Civic Center is secured through an offsite security company during non-operating hours. The Holiday Market does not employ security officers during market hours. Each participant is responsible for materials and equipment left on site. A release of liability form will be sent to you upon acceptance to the market.
- Vendor cancellations before October 1st: Full refund minus a \$25 processing fee. Vendor cancellations after October 1st: NO REFUND.
- Registrations received after October 1st will be charged a late registration fee of \$15.00.

COVID-19 ADJUSTMENTS (2020)

- The Jefferson Holiday Market reserves the right to cancel the market as instructed by a higher authority or as deemed appropriate for safety measures. This cancellation date deadline is October 1, 2020. Should cancellation be necessary, vendors will be given the option of rolling over their registration fees to our 2021 market, or receiving a full refund.
- Our hallway booths are being relocated into the Wilkins Room, near the front doors. There will be new signage and maps to ensure that patrons are aware of this change and are encouraged to visit all three rooms.
- Our Friday night reception will open to the public at 7pm. Due to COVID-19 concerns, our dessert reception will be organized differently this year. All guests and vendors will receive a dessert ticket which will allow them to sample all of the desserts available in a safe manner. Vendors are invited to visit the dessert table beginning at 6:30 pm, BEFORE the public arrives. This will allow our vendors the opportunity to enjoy the desserts at their convenience, but not have to worry about leaving their booth during shopping hours.
- The Jefferson Holiday Market reserves the right to require vendors, customers, volunteers, and staff to wear face masks should those requirements be mandated by a higher authority.
- The Jefferson Holiday Market will provide a bottle of hand sanitizer for every booth. This should stay at your booth and be visible and accessible to all customers and booth workers during the duration of the Market weekend.
- Vendors selling food gift items will not be allowed to have “open container food sampling displays”. Samples may still be provided to potential customers if a vendor has a safe alternative to do so, that is pre-approved by Market staff.



EMAIL: jeffersonholidaymarket@gmail.com

EVENT ADDRESS: 65 Kissam Street, Jefferson, GA 30549

REGISTRATON ADDRESS: 28 College Street, Jefferson, GA 30549

JEFFERSON HOLIDAY MARKET GENERAL INFORMATION

Vendors do not need to reserve a booth set-up time, but please be sure to immediately check-in upon arrival.

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| Booth Set-Up Times: | Wednesday, November 4 | 10:00am - 2:00pm |
| | Thursday, November 5 | 10:00am - 8:00pm |
| | Friday, November 6 | 9:00am - 6:00pm |
| Holiday Market Times: | Friday, November 6 | 7:00pm - 10:00pm |
| | Saturday, November 7 | 9:00am - 6:00pm |
| | Sunday, November 7 | 12:00pm - 5:00pm |
| Food Booth Open Times: | Friday, November 6 | 5:00pm - 10:30pm |
| | Saturday, November 7 | 8:30am - 6:30pm |
| | Sunday, November 8 | 11:30am - 5:30pm |

The Jefferson Civic Center will be shut down no later than thirty (30) minutes after the Market closing on Friday and Saturday night. However, vendors can arrive thirty (30) minutes prior to the Market opening on Saturday and Sunday morning to allow for any extra preparation of the day.

Holiday Market Admission Fees: Admission proceeds benefit our market charity.

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| Friday, November 6 | admission fee is \$5.00 (ticket is good for all weekend admission) |
| Saturday, November 7 | admission fee is \$3.00 (ticket is good for admission on Saturday and Sunday) |
| Sunday, November 8 | admission fee is \$2.00 |



Please refer to the Category List below to complete the category section of your application. Vendors may only show and sell work that is listed on the application form. The Holiday Market Committee reserves the right to ask vendors to remove unauthorized items from their booth.

JEFFERSON HOLIDAY MARKET CATEGORIES

Accessories (hair bows, scarves, hats, handbags)

Artwork (drawings, paintings, mixed media)

Bath (soap, lotions, personal care items)

Candles

Clay (ceramics, pottery, porcelain)

Clothing, Adult

Clothing, Children

Dolls (fabric, fiber, porcelain, etc.)

Fabric (sewing, quilting, crochet, knitting, weaving, cross-stitch, needle-point)

Fiber (wreaths, baskets)

Floral (arranged, dried, live, potpourri, silk, pressed)

Food Gifts

Furniture (painted/stained, lawn/garden, child-size, unfinished)

Games/Toys

Glass (blown, cut, fused, mosaic, stained)

Herbal (soaps, potpourri, oils)

Jewelry (beads, clay, glass, metals, semi-precious stones)

Leather (accessories, bags, clothing, belts)

Metal (forged, punched, sculpture, aluminum, iron, pewter, silver, etc.)

Miscellaneous

Musical (instruments, records, cds)

Paper (calligraphy, papier-mâché, scrapbooking, books)

Photography

Plants, Live

Primitive

Seasonal

Wood (painted/stained, household, toys, lawn & garden)