



**You are invited to apply to be an artisan vendor at the 2024 Holiday Market in Fort Steuben Park, Steubenville!**

**As in previous years, the market vendor selections **WILL** be juried. Participation in prior years events is not a guarantee that there will be a space for you this year. Applications must be submitted by **October 1** and Vendors will be notified no later than **October 14** if the application is successful. Historic Fort Steuben reserves the right to refuse applications or change the dates.**

**Please read regulations and note changes as you consider participating in this year's event. Keep the regulations and return the application form with your deposit check.**

### **Vendor Regulations**

#### **Required Market Dates:**

The Holiday Market will be open for ***Steubenville Lights up the Night*** on Friday, Nov 29.  
Friday Nov 29, Saturday Nov 30, Sunday Dec 1.  
Friday Dec 6, Saturday, Dec 7- Christmas Parade, Sunday Dec 8.  
Friday Dec 13, Saturday Dec 14, Sunday Dec 15  
Friday Dec 20, Saturday Dec 21, Sunday Dec 22

The Market will **NOT** be open on Christmas Eve or Christmas Day; New Year's Eve or New Year's Day.

Vendors are welcome to be open any other additional days during the duration of the event which is from Friday November 29 through January 4.

#### **Hours of the Market:**

Fridays: 3-8pm, \*Saturdays: 3-8pm\*, Sundays: 1-6pm – **\*EXCEPT PARADE DAY\***.

Vendors may open earlier or stay later but must be open on the stated hours. They may be open on days during the week as well at no additional charge.

**\*Christmas Parade Day, Saturday, December 7th will have hours 12-8pm\***

**This will be a required Market Day.**

We encourage you to be open on Sunday additional hours since we have noted that many visitors arrive early and may want to shop before the required open time of 1pm.

Keep in mind that the Visitor Center closes at 8pm each night.

Approved vendors will receive an information packet indicating their chalet location, instructions, and parking passes.

**Fees: Chalet booths are provided and assigned by Fort staff.**

**REFUNDABLE DEPOSIT.....\$50**

**FEE FOR ENTIRE SEASON.....\$400**

The season fee breaks down to around **\$100/weekend** for the Required Market Dates. There is no charge for any additional days you are open.

**Deposit** is to be submitted with application form. If application is not accepted, the deposit will be returned. If accepted and the vendor follows all the regulations, the deposit will be returned after the event concludes.

**Booth fee due upon acceptance** of application. If booth fee is not paid in a timely manner, Vendor will not be permitted to participate in the Holiday Market, the space will be offered to another vendor and the deposit will not be returned.

**Product Requirements:**

- At least 75% of the products you are selling should be of your own craftsmanship. You are permitted to sell some other crafted items (not mass produced) in keeping with the theme of your booth.

**Booth Requirements:**

- Artisan booths (chalets) are 6'x8' wooden structures
- The interior back wall of the booth must be covered with merchandise or decoration. The booths should have Christmas lights on them, and we encourage you to put up decorations to make your booth look festive. NOTE: All booths can be closed and locked when not in use
- You must supply tables, chairs, shelves, displays or other things you need to sell your wares
- A power strip will be provided in the booth, but you will need to provide your own additional extension cords
- Participants are encouraged to dress for the weather; heating in booths must be approved by Historic Fort Steuben before set-up; it is recommended to use small propane heaters available at M&M Hardware, Lowe's or other stores (**no electric heaters permitted**)

**Event Setup/Assignments/Trash/Teardown:**

- Participants are permitted to prepare their booths in advance – once the chalets are moved into place.
- Participants must set up their booths in a manner that can withstand winds, rain and other problem weather and must be prepared to stay unless notified by Historic Fort Steuben.
- Setup can begin no later than 2 hours before opening;

**\*\*\*It's mandatory for all Participants to unload, remove your vehicle/trailer from site and then set up.** Setting up displays while unloading slows down traffic in the unloading area and causes unnecessary congestion.

-Make sure you have enough products to sell throughout the event as well as change. No early tear down on any day of the event is acceptable unless prior authorized by Historic Fort Steuben.

- All participants are responsible for ensuring their booth, equipment, displays, and products are presented and stored in a manner safe for all patrons to avoid risk of injury or accidents.
- All participants are expected to present themselves and their booths with a clean, attractive and favorable appearance.
- Your displays, merchandise and other items must stay within the margins of the booth space.
- No booths are to be closed until the end of each day's event.

**\*\*\* No alcohol is permitted on the grounds of Fort Steuben Park or in the Visitor Center.**

- Each participant is responsible for removing any trash/debris in and around your booth area throughout the event. ***Please bring your own trash containers/bags.*** Trash and debris must be removed from your booth/area at the end of each day and deposited in the dumpster which will be located behind the Visitor Center. Do not fill up the public trash receptacles with your trash or debris. Refusal to follow these rules risks losing your \$50 deposit.

**Security:**

Overnight Security will be provided. You must cover your products and lock your booth when you leave the event site each day. The Old Fort Steuben Project will not be responsible for stolen, damaged, or missing merchandise.

**Parking:**

Vendors may park **behind the Visitor Center** after setup. Each vendor will be given **one** parking permit. Additional vehicles must park in one of the public lots off site.

**Conduct:**

Participants shall conduct themselves in a manner that is courteous to other participants, event staff, event volunteers and public. Behavior which is criminal, threatening, abusive or harassing shall cause the vendor to be expelled immediately from the event.

There will be music on the grounds; no radios or music to attract attention are permitted. No hawking by participants is allowed.

**Additional Comments:**

- **Each participant must supply a copy of a certificate of insurance with application**
- Each vendor is responsible for his/her own bookkeeping, sales tax collections and payments
- Those selling packaged foods must have every item properly labeled as to contents. Please contact Historic Fort Steuben if you need guidance in this area.

**ANY VIOLATIONS OF THE ABOVE REGULATIONS RISK LOSS OF DEPOSIT AND DENIAL OF ENTRY FOR FUTURE EVENTS.**

**KEEP THESE PAGES FOR YOUR RECORDS – SEND IN VENDOR APPLICATION FORM  
EMAIL DIGITAL PHOTOS**



# 2024 *Christmas at the Fort Holiday Market*

## **ARTISAN VENDOR APPLICATION FORM p.1**

***A copy of this form and the required photos and checks must be postmarked or emailed no later than October 1, 2024. It is recommended that you keep a copy for your own records. Please write legibly!***

BUSINESS NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

DESCRIBE YOUR CRAFT/ART WORK IN 10 WORDS OR LESS \_\_\_\_\_

\_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

SELECT CATEGORY (FOR JURYING): Feel free to attach a separate page to describe your products.

\_\_\_ WOOD \_\_\_ METAL \_\_\_ POTTERY \_\_\_ FIBER/TEXTILES \_\_\_ FINE ARTS

\_\_\_ JEWELRY \_\_\_ LEATHER \_\_\_ GLASS \_\_\_ TOYS/GAMES

PACKAGED FOOD (DESCRIBE) \_\_\_\_\_

OTHER (DESCRIBE) \_\_\_\_\_

WHAT TYPE OF HEATING WILL YOU USE IN YOUR BOOTH? \_\_\_\_\_

ARE THERE ANY DATES BEYOND THE REQUIRED MARKET DAYS YOU PLAN TO BE OPEN? \_\_\_\_\_

\_\_\_\_\_

DESCRIBE A SPECIAL ITEM OR DESIGN THAT MAKES YOUR BOOTH UNIQUE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# 2024 Christmas at the Fort Holiday Market

## VENDOR APPLICATION p. 2

PLEASE SEND **TWO DIGITAL PHOTOS** OF EXAMPLES OF YOUR WORK SHOWING QUALITY AND PRICE RANGE TO BE MAILED OR EMAILED TO **JUDY@OLDFORTSTEBEN.COM**

PHOTO 1: DESCRIPTION AND PRICE \_\_\_\_\_  
\_\_\_\_\_

PHOTO 2: DESCRIPTION AND PRICE \_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST: Failure to submit these required items with your application will disqualify you from consideration.**

- \_\_\_\_\_ \$50 Deposit Check
- \_\_\_\_\_ Two digital images, each marked with name, description and numbered
- \_\_\_\_\_ Completed & signed application
- \_\_\_\_\_ Proof of Insurance

Please make check payable to **Old Fort Steuben Project** with Holiday deposit in the memo line. Mail to:

**Old Fort Steuben Project**  
**Holiday Market**  
**120 S. 3<sup>rd</sup> Street**  
**Steubenville OH 43952**

All participants are to submit the application with one separate check for the refundable deposit. Deposits will be returned within 30 days after the close of the event. If the event is canceled due to disaster, public health threat, government recommendation or emergency, this agreement may be canceled by the Old Fort Steuben Project on written notice to all registered participants without further liability on either party; all deposits would be returned within 30 days of notice.

**Agreement:** I agree to terms and conditions stated in application instructions and further agree to hold harmless the Old Fort Steuben Project, Inc., staff and volunteers from any claims or damages that may occur during this event. I further certify that I will exhibit and sell only my own original work as listed on this application.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY:

- \_\_\_\_\_ POSTMARK DATE
- \_\_\_\_\_ PHOTOS RECEIVED
- \_\_\_\_\_ APPROVED/DENIED & DATE
- \_\_\_\_\_ \$50 DEPOSIT (& CK #)
- \_\_\_\_\_ PROOF OF INSURANCE
- \_\_\_\_\_ BOOTH FEE & DATE
- \_\_\_\_\_ DEPOSIT REFUND DATE