



## Our Town Enhancement Committee

9418 John Sevier Rd. New Market, VA 22844

540-740-3432

### Craft/Retail Vendor Application

The Our Town Enhancement Committee hosts several events each year for the Town of New Market that offers vendor space. We hope that you will be interested in one or more events.

*\*All applications are subject to review and require approval.*

### Event Line Up

Event	Date	Time	Location
Jammin' Foods Fest	May 17, 2025	4:00 p.m.-9:00 p.m.	New Market Community Park
Fall Festival	September 27, 2025	9:00 a.m.-4:00 p.m.	Downtown New Market

**Submit completed application to:**

**Savannah Frazier**

**PO Box 58**

**New Market, VA 22844**

**or Email it to**

**[s.frazier@newmarketvirginia.com](mailto:s.frazier@newmarketvirginia.com)**



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## Quick Overview of Events

**Jammin' Foods Fest:** Food truck event with live music, beer/wine garden and retail vendors.

**Attendance average:** 600    **Vendor Fee:** \$50    **Location:** New Market Community Park

**Deadline:** May 2nd, 2025

**Fall Festival:** annual craft vendor event with live music, food, and activities. No more than 4 food vendors. *(not including snack foods such as cotton candy, or kettle corn)*

**Average attendance:** 300+    **Vendor Fee:** \$50    **Location:** Downtown New Market (Congress St.)

**Deadline:** September 8th, 2025

## Important Vendor Information

- Vendors agree to be open and ready by event start time, unless other arrangements are agreed upon by Event Coordinator.
- Direct Sale businesses must have cash and carry items.
- Vendors are to be in compliance with all Health Department Regulations & obtain required permits for Shenandoah County (as needed)
- No refunds of vendor fee, unless the festival is canceled by Event Coordinator due to weather conditions.
- Vendors are responsible for their site clean-up. Trash truck will be on-site and the Town will handle proper disposal of waste.
- Electricity is not provided, unless arrangements are made with the Event Coordinator
- Specific details about event such as venue address, set up times, etc. will be emailed prior to the event.



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## Event Retail Vendor Application

Please provide the following information about your business:

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Items for sale:

Social Media: Select all that apply & enter page name

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ Twitter: \_\_\_\_\_

Vendor spaces are set up to a standard 10'x10'. (tent, tables, and chairs are not supplied) If you require more space, please list reason below:

### **Select the events that you would like to participate in:**

Jammin' Foods Fest-May 17th

Cost: \$50 per space

Fall Festival-September 27th

Cost: \$50 per space

*\*\*If you require more than one space, you will be charged for the extra space*

**Payment is due at the time the application submitted. If you are not accepted for the event you selected, a refund will be issued. Check must be made out to the Town of New Market.**

By signing below, I am acknowledging that I understand that my application will be reviewed and must be approved to participate. I understand that the dates I selected are not promised, but an indication of my interest to participate. I agree to hold event producers, Town of New Market, and their officers, agents, employees, sponsors and volunteers harmless for any resulting loss or damage occurring to any person(s) or property.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_