



Fredericksburg Area Museum

FAMfaire KrisKringlMarkt

Vendor Terms and Guidelines

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VENDOR SELECTION

The Fredericksburg Area Museum (FAM) is sponsoring a 2019 Holiday Market with a European-style theme in historic Market Square. The Market is Saturday, December 14, 10:00 am - 5:00 pm.

FAM invites interested vendors to apply for one of the 28 booth spaces that can be accommodated in Market Square. Applicants should satisfy themselves that they can comply with all Vendor Requirements prior to submitting the on-line application.

Because space is limited, **NOT ALL VENDOR APPLICANTS WILL BE SELECTED** to participate in the Market. Selection of vendor applicants will be made based upon product mix and perceived customer interest. Selection of vendor applicants is at FAM's sole and absolute discretion.

The Market Vendor Application deadline is September 15th.

Vendors will be selected no later than September 30. A non-refundable vendor fee of \$100 will be due upon selection and is due no later than October 11th. Additional questions may be directed to info@famcc.org.

VENDOR REQUIREMENTS

Participation

- ❖ Vendors must commit to participate the entire day the Market is open.
- ❖ No refunds will be issued.
- ❖ Vendors must be present from open to close.

- ❖ Vendors unable to be present during a portion of the Market must find someone to man their booth.
- ❖ Fredericksburg Area Museum (FAM) reserves all rights to determine vendor booth location.
- ❖ Vendors must be set up and ready to open by 9:00 AM.

Payment

- ❖ FAM must receive full payment by October 11th.
- ❖ Failure to make full payment by October 11th will result in forfeiture of vendor's spot.
- ❖ Payment is non-refundable.
- ❖ There will be a \$500 fee for no-show or cancellation after November 1st.

Facilities/Booths

- ❖ The Market is an outdoor event. Vendors should dress and plan accordingly.
- ❖ Electricity will be made available at no charge to vendors.
- ❖ Propane heaters are permitted, but are not provided by FAM.
- ❖ Vendors leaving equipment, merchandise or other property in booths which are unattended do so at their own risk.
- ❖ In no event shall FAM, or the City of Fredericksburg, be liable or responsible for loss or damage to vendor property.
- ❖ Vendors will be assigned designated parking. One parking space per booth.
- ❖ Each vendor is expected to decorate its booth in a manner that is attractive and adds to the ambiance of the event. FAM believes that a uniform high-quality booth decoration adds to the success of the Market. FAM reserves the right to modify décor if necessary.
- ❖ FAM encourages vendors to pay special effort to decorate the interior of their booth, to fill the back wall, and to have lots of light.
- ❖ Lights on the outside of any booth must be LED.
- ❖ Shelves in booths must be free-standing.
- ❖ Merchandise or related items may be placed outside/alongside a booth, but must not block travel ways or create a danger to any guest. FAM reserves the right, in its sole and absolute discretion, to determine whether items are blocking a travel way or constitute a danger to guests. Vendor assumes all liability for damages caused by, or to, items placed outside/alongside its booth.
- ❖ A 10 ft x 10 ft tent will be provided to each vendor. Vendors must supply their own tables, chairs, and other booth materials.

Licenses and Taxes

- ❖ The Commonwealth of Virginia requires all vendors at a special event to obtain a single event or multiple events license, regardless of whether the vendor is for-profit or has a not-for-profit status.
 - ❖ It is the responsibility of each vendor to obtain any and all necessary license(s) prior to the event, and to produce evidence that it has obtained such license to FAM, if requested.
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