***5th Annal Walkersville Christkindlmarket*, 2022**

**Saturday, December 3, 2022**

**10am to 3pm**

**APPLICATION FOR EXHIBITORS**

**Opens: September 1, 2022 Closes: November 21, 2022**

**Artisan, Handcrafted, and Direct Sales Vendor Fee: $25**

*Walkersville Historical Society is hosting the 5th Annual Walkersville Christkindlmarket - 2022 event to celebrate the holiday season that showcases Historic Walkersville and its rich German history. This festive activity will bring people to our town from near and far for the opportunity to stroll the quaint streets dressed in holiday splendor, purchase artisan-crafted goods, and enjoy tasty food.*

The acceptance guidelines for Vendor applications are listed below.

* Vendor Locations: Glade UCC, St. Paul’s Lutheran Church, and Walkersville Public Library
* Vendor applications accepted between September 1, 2022, and November 21, 2022.
* Applications accepted in the order received.
* The vendor must select their location as payment is made directly to the location.
  + Glade United Church of Christ: Payment made to Glade UCC No More Vendor Spaces Available
  + St. Paul's Evangelical Lutheran Church: No More Vendor Spaces Available
  + Walkersville Public Library: Payment made to Friends of the Walkersville Library (FOWL)
* To offer the public a wide selection of vendors, only one Direct Sale Vendor selling the same product line will be considered for each location (i.e., Pampered Chef, Thirty-One Bags).

The Walkersville Christkindlmarket is scheduled for December 3. 2022, and will occur regardless of inclement weather. If inclement weather occurs, refunds will not be provided.

Vendors will receive an 8’x5’ display space, a 6’ or 8’ table, and two chairs. A limited number of vendor spaces have access to an electrical outlet at Glade UCC & St. Paul’s. Walkersville Library has numerous spaces with access to an electrical outlet. Vendors are responsible for electrical cords, display set-up, and display breakdown.

**Mail the Completed Application and Vendor Fee Vendor Fee:** $25

Bonnie Leins

Payable to the Following Organizations

* Friends of the Walkersville Library

c/o Walkersville Christkindlmarket Committee

15 Fulton Avenue

Walkersville, Maryland 21793

For questions, please contact Bonnie Leins, Walkersville Christkindlmarket Committee Member, by e-mail: Christkindlmarket@comcast.net or phone: 240-626-5847. We look forward to collaborating with local artisans and direct sale vendors to showcase their talents and products at the 5th Annual Walkersville Christkindlmarket, 2022.

Warm Regards,

Walkersville Christkindlmarket Committee

***5th Annual Walkersville Christkindlmarket, 2022***

**Saturday, December 3, 2022, 10am-3pm**

**Vendor Application**

|  |  |
| --- | --- |
| **Business Name** |  |
| **Business Website** |  |
| **Primary Contact First Name** |  |
| **Primary Contact Last Name** |  |
| **Primary Contact Email Address** |  |
| **Primary Contact Phone Number** |  |
| **Do you need electricity?**  **Please answer yes or no.**  **Not all spaces provide electricity.**  **You must supply your own electrical cords.** |  |
| **Do you want to be next to another vendor? Provide the name of the vendor.** |  |
| **Requested Vendor Location**  **Glade UCC**  **Walkersville Public Library** |  |
| **Product Description**  25 words max  **Please e-mail images of your products.**  **Christkindlmarket@comcast.net**  **We will feature them on our website& FB.**  **WalkersvilleChristkindlmarket.com**  **https://www.facebook.com/Walkersville-Christkindl-Mart-585067735246275/** |  |

**Please Do Not Write Below**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks** | **Information** | **Date Completed** | **Completed By** |
| **Vendor Location Selection** |  |  |  |
| **Vendor Space Number** |  |  |  |
| **Payment/Check Number** |  |  |  |
| **Notified Vendor with Location Information** |  |  |  |
| **Added Vendor to Advertisements** |  |  |  |
| **Notified Location Contact with Vendor Information** |  |  |  |

Page 1 of 3

***Historic Walkersville Christkindlmarket***

**Saturday, December 3, 2022, 10am-3pm**

**Vendor Rules**

1. The 5th Annual Walkersville Christkindlmarket, 2022, is open to business vendors 18 years or older.
2. Vendors must be present to exhibit their displays during the festival hours (10 am – 3 pm).
3. Vendor set-up 9:00 am to 10 am. Vendor clean-up from 3 pm to 4 pm.
4. A table and two folding chairs will be provided to each vendor. Displays are restricted to the booth space assigned. The booth space is 8’ x 5’.
5. If a vendor requests a booth with electricity, the vendor must supply their own electrical cords.
6. No helium tanks, as all vendor space is inside buildings.
7. It is the Walkersville Christkindlmarket Committee’s exclusive right and responsibility to remove displays (or entire booth) that are not in compliance with our vendor rules. The committee reserves the right to remove a vendor from the festival for inappropriate behavior or circumstances detrimental to a public event.
8. Vendors are responsible for collecting and paying their Maryland sales tax.
9. Vendors are responsible for removing personal items and cleaning booth areas.
10. Vendors may not break down their booths prior to the end of the festival (3:00 pm). Early breakdown sends a negative message to those attending the festival.
11. Designated parking for vendors is provided.
12. Each vendor will receive a vendor packet with their assigned event location, booth number, parking information, and check-in procedures.

I have read, understand, and agree to the vendor rules for the 5th Annual Walkersville Christkindlmarket 2022, scheduled on December 3, 2022.

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| **SIGNATURE:** |  | **DATE:** |  |

Page 2 of 3

***Historic Walkersville Christkindlmarket***

**Saturday, December 3, 2022, 10am-3pm**

I have read the information in this vendor application and hereby agree to all conditions outlined for the 5th Annual *Walkersville Christkindlmarket, 2022*. I understand that the Walkersville Christkindlmarket Committee reserves the right to reject any application that does not comply with the conditions stated in this application. If accepted, I agree the Walkersville Christkindlmarket Committee may use my name for promotional and publicity purposes in print, advertising, publications, etc. The undersigned will not be paid for stated promotional use.

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Release and Indemnification Agreement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Participant, acknowledge that the Walkersville Historical Society is sponsoring an event known as *the 5th Annual Walkersville Christkindlmarket, 2022,* to be held on December 3, 2022 and that my participation in that event is wholly voluntary on my part and solely with the permission of the Walkersville Historical Society. In consideration of the permission granted to me by the Walkersville Historical Society authorizing my participation in this event, I hereby agree as follows:

1. I hereby agree that my participation in the 5th Annual *Walkersville Christkindlmarket,2022* activities are undertaken by me at my sole risk. I agree that the Walkersville Historical Society, Friends of the Walkersville Library, Glade United Church of Christ, St. Paul’s Lutheran Church, Walkersville Public Library, Walkersville Feed Company, Town of Walkersville, event committees, officials, servants, agents, officers, employees, and volunteers shall not be liable to me, or to any one claiming through me, for any claims, demands, actions, or causes of action for any personal injury, death or property damage to me or my property which arises out of, is related to or is in any way connected with my participation in, attendance or presence at any of the *5th Annual* *Historic Walkersville Christkindlmarket*, 2022 activities regardless of the nature of the activity.
2. I do further expressly and forever release and discharge Walkersville Historical Society, Friends of the Walkersville Library, Glade United Church of Christ, St. Paul’s Lutheran Church, Walkersville Public Library, Walkersville Feed Company, Town of Walkersville, event committees, officials, servants, agents, officers, employees, and volunteers from any and all such claims, demands, actions, or causes of action for personal injury, death or property damage caused by, arising from or in any way related to, in whole or in part, acts of active or passive negligence on the part of the Walkersville Historical Society, Friends of the Walkersville Library, Glade United Church of Christ, St. Paul’s Lutheran Church, Walkersville Public Library, Walkersville Feed Company, Town of Walkersville, event committees, officials, servants, agents, officers, employees, and volunteers.
3. I do agree to indemnify, defend and hold harmless the Walkersville Historical Society, Friends of the Walkersville Library, Glade United Church of Christ, St. Paul’s Lutheran Church, Walkersville Public Library, Walkersville Feed Company, Town of Walkersville, event committees, officials, servants, agents, officers, employees, and volunteers from any and all liability for personal injury, death or property damage caused by, arising from or in any way relating to my intentional acts, my active or passive negligence or my participation in the 5th Annual  *Walkersville Christkindlmarket* event or that of my employees, servants or agents.

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| **SIGNATURE:** |  | **DATE:** |  |

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| **PRINT NAME:** |  |

Page 3 of 3