

Vendor Application

for Forever Christmas

Event Dates & Times:

Saturday, November 30th: 9:00 am to 3:00 pm

Sunday, December 1st: 10:00 am to 3:00 pm

Name: _____

Name of Business: _____

Address: _____

Email Address: _____

Phone Number: _____

Brief Description of What You Sell: _____

Social Media(s) Where We Can View Your Work: _____

- If you do not have social media, we ask that you please provide at least 5 photos of items that you sell/have sold. Photos can be emailed along with your completed application, or they can be messaged to our Facebook page: www.facebook.com/needleinthehaystack.llc.
- Completed applications must be returned via email to LisaD@needleinthehaystackllc.com.

Would we have the right to use your photos as advertising for our event? Yes _____ No _____

Are you considered a Direct Sales company? Yes _____ No _____

This is a Christmas-Themed Event. Do you offer Christmas Themed items or would they be considered Christmas gifts? Themed Items _____ Gifts _____

What forms of payment(s) do you accept? Cash _____ Check _____ Credit Card _____

*Would you need access to electricity? Yes _____ No _____ (\$5/day extra, limited spaces available)

*Do you need to rent tables? Yes _____ No _____ (\$5 each. If renting tables from us, they must be covered)

Dates Interested in Attending: November 30th _____ December 1st _____

Signature: _____

Date: _____

About Our Facility:

1. Located at 1424 Cito Road, Big Cove Tannery, PA 17212
 2. Vendor spaces are located indoors, and vendors will be located in the upstairs and the downstairs of the barn. There are (2) restrooms on each floor.
 - If you have a reason for needing to set up outside (i.e. blacksmith), please email us at LisaD@needleinthehaystackllc.com to arrange.
 3. Our facility is now fully handicap accessible.
 4. One room of our facility has a low ceiling at 7' tall, with a railroad beam for support running through it to make the lowest point in the ceiling 6' tall. If you are accepted as a vendor and this is an issue for you, please let us know so we can accommodate you in one of the other rooms.
 5. There will be food stands and/or vendors on site providing options to purchase breakfast and lunch, as well as offer carry out meals.
 6. Our facility is a barn, and only our downstairs rooms are heated/air conditioned. We do have fans to cool and patio heaters to heat depending on the weather, but please dress accordingly.
 7. Our facility is 100% secure and able to be locked.
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Terms and Conditions:

- Needle in the Haystack, LLC & Charlie's Art & Soul ("The Hosts") will allow (2) vendors selling the same type of product to set up at their vendor shows with the exception of jewelry and woodworking due to their variety. Only those goods specified in the Application shall be vended.
- All applications must be received via email to LisaD@needleinthehaystackllc.com. A confirmation email will be sent to you to confirm successful receipt of your application.
- The Hosts reserve the right to accept or reject each application.
- Applicants will be notified via email within (1) week after their application has filed on whether they have been accepted/rejected as a vendor. If the event is full, we will start a waiting list.
- Vendor spaces are limited. This event will allow approximately 45 vendors. More spaces may possibly be added at the discretion of The Hosts.
- **Vendor spaces are 10 ft by 10 ft at a fee of \$35/space. Spaces will be taped out on the floor.**
 - Due to space constraints, we will be limiting each vendor to the purchase of (2) spaces.
 - Payment for your space is due upon receiving your acceptance to our event. We accept mailed personal checks and PayPal (via friends and family) at info@needleinthehaystackllc.com.
 - Your fee is non-refundable unless special circumstances arise which are up to the discretion of The Hosts.
- Vendors will have access to set up the day before the event **November 29th** from 2:00 pm to 6:00 pm. The barn will be locked at 6:00 pm and is secure to protect your products.
- Vendors will also have access to set up the day of the event beginning at 6:00 am. All vendors must be set up by 8:30 am on Saturday, November 30th and 9:30 am on Sunday, December 1st.
- Vendors must staff their booths at all times.
- Vendors are responsible for bringing their own chairs, unless otherwise specified.
- Vendors are responsible for any taxes associated with their products.
- The Hosts may require Vendor to provide suitable insurance.
- Accepted vendors will be provided a feedback form that is to be completed and returned.
- Vendor warrants that its operations and products are in compliance with all applicable laws.

- The Hosts are not responsible for any lost or damaged items or accidents and are not responsible to Vendor for any consequential or incidental damages. Vendor will protect, defend and indemnify The Hosts against any and all claims and losses arising out of Vendor's products or participation in the event. Vendor agrees to pay Needle in the Haystack, LLC on demand for any damages.
- The Hosts and Vendor are not partners, joint venturers, agents or employees of one another.
- Vendor may not assign its rights without The Host's consent.
- The Hosts reserve the right to cancel any event and Vendor's waives any and all claims for damages.
- The Hosts reserves the right to evict Vendor and Vendor's products from the event at any time if Vendor breaches this Agreement. The Hosts shall in no way be responsible for Vendor for taking such action and Vendor waives any right or claim for damages against The Hosts or any of its agents or employees.

Your signature on this application reflects that you have read and accept all terms and conditions. Please reach out if you have any other questions or requests to LisaD@needleinthehaystackllc.com.

We greatly appreciate your interest in setting up as a vendor at Forever Christmas!