



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:

Steubenville Lights Up: 3-8pm,

Fridays: 3-8pm, *Saturdays: 3-8pm*, Sundays: 12-8pm – ***EXCEPT PARADE DAY***.

Vendors may open earlier or stay later but must be open on the stated hours.

Christmas Parade Day, Saturday, December 4th will have hours 12-8pm
This will be a required Market Day.

Electricity will be provided; water will be available.

FEES:

Food vendors in Chalet booths must agree to be open for the entire season.
Food Trucks may apply to be open only on certain 3-day weekends with approval.

- REFUNDABLE DEPOSIT.....\$50**
- FEE FOR EACH 3-DAY WEEKEND....\$100**
- FEE FOR ENTIRE SEASON.....\$400**

Deposit is to be submitted with application form. **Fee due upon acceptance** of application. If fee is not paid in a timely manner, Vendor will not be permitted to participate in the Advent Market, the space will be offered to another vendor and the deposit will not be returned. **NO EXCEPTIONS.**

Products

- All items to be sold are to be pre-approved by Historic Fort Steuben and meet the requirements of the local health department.
- A complete menu and copy of certificate issued by an Ohio health department must be included with the application form.**
- Selling products not approved by Historic Fort Steuben in advance will result in the Vendor to be not permitted to participate in the Advent Market, the space will be offered to another vendor and the deposit will not be returned.

Food Truck Requirements:

- Vendors are encouraged to make their truck look festive for the season.
- Food trucks will be located along the driveway above the Amphitheater.
- Food trucks must provide their own electrical extension cords.
- Water is available to fill containers in the Visitor Center.

Chalet Booth Requirements:

- We encourage you to put up decorations to make your booth look festive.
- You must supply your own table, chairs, displays, cooking & serving equipment, paper supplies, fire extinguisher, extension cords and other things you need to prepare and sell your product; electricity will be provided (be sure to note electrical requirements on the application form)
- Participants are encouraged to dress for the weather; heating in booths must be approved by Historic Fort Steuben

Insurance and Permits:

- Every food vendor **MUST** show **proof of insurance** for general liability (\$1,000,000) and certificate of approval from an Ohio health department.
- All food vendors are responsible for their 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.

Event Setup/Assignments/Trash/Teardown:

- 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.
- ALL vehicles must be unloaded and removed from site one hour before opening each day.

**** 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 authorized by the Market Committee.
- All participants are responsible for ensuring their booth, equipment, and displays are presented and stored in a manner safe for all patrons to avoid risk of injury or accidents.
- All displays, merchandise and other items must stay within the margins of the space provided.
- Event location, booth location and event layout are subject to change by Historic Fort Steuben.
- No vendors 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 the 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 deposit.

Security:

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

Parking:

Vendors may park in a designated area 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.

Participants shall not be allowed radios or the playing of loud music to attract attention. No hawking by participants is allowed.

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

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FOOD VENDOR APPLICATION FORM p.1

A copy of this form and the required insurance certificate, health department certificate, menu, photos and checks must be postmarked no later than October 1, 2021. It is recommended that you keep a copy for your own records. Please write legibly!

BUSINESS NAME _____

CONTACT PERSON _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ MOBILE _____

EMAIL _____ WEBSITE _____

I WILL USE CHALET

SIZE OF TRAILER OR FOOD TRUCK _____ SIDE OR REAR SERVICE _____

PLEASE SPECIFY ELECTRICAL/WATER NEEDS

DESCRIPTION OF ITEMS OFFERED FOR SALE (**COMPLETE MENU MUST BE SUBMITTED WITH FORM**):

SUBMIT **3 DIGITAL PHOTOS** OF EXAMPLES OF YOUR PRODUCT SHOWING QUALITY AND PRICE RANGE TO:
judy@oldfortsteuben.com.

PHOTO 1: DESCRIPTION AND PRICE _____

PHOTO 2: DESCRIPTION AND PRICE _____

PHOTO 3: DESCRIPTION AND PRICE _____

Food Trucks: Please indicate which dates you will be at the Holiday Market

Nov. 29-Dec. 1 _____ Dec. 6-8 _____ Dec. 13-15 _____ Dec. 20-22 _____

You may be open at other times at your discretion, but let us know in advance.

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Food Vendor Application p. 2

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

- _____ \$50 Deposit
- _____ Three digital images, each marked with name, description and numbered
- _____ Complete Menu for event
- _____ Certificate of Insurance
- _____ Completed & signed application

Please make checks payable to **Old Fort Steuben Project** with either Advent application fee or Advent deposit in the memo line. Mail to:

Old Fort Steuben Project
ATTN: JUDY BRATTEN
120 S. 3rd Street
Steubenville OH 43952

All participants are to submit the application with a check for refundable deposit. Deposits will be returned if applicant is not accepted or 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 all terms and conditions stated in application instructions and further agree to hold harmless the Old Fort Steuben Project, Inc., staff and volunteers from any losses, expenses, claims or damages that may occur during this event. I further certify that all my property, equipment, and vehicles are properly insured for any damage or losses that may occur during this event.

SIGNATURE _____ DATE _____

COMMENTS: _____

FOR OFFICE USE ONLY:

POSTMARK DATE _____ PHOTOS INCLUDED _____

\$50 DEPOSIT (& CK #) _____ MENU _____ PROOF OF INSURANCE _____

COMMITTEE APPROVAL YES NO DATE _____

BOOTH FEE & DATE _____ DEPOSIT REFUND DATE _____