

Ellensburg Holiday Market 2025

Rules and Regulations

Welcome to the Ellensburg Holiday Market! To ensure a pleasant experience for all participants and visitors, please adhere to the following rules and regulations:



1. Vendor Responsibilities

- a. Vendors must maintain a professional and courteous demeanor at all times.
- b. Vendors are responsible for setting up and maintaining their booth space throughout the duration of the event.
- c. Booths must be staffed by the assigned vendor during event hours, packing up early/leaving the event will result in being banned from future events (unless communicated in advance or emergency arises).
- d. Vendors are responsible for the security of their merchandise and personal belongings. Market organizers are not liable for any loss or damage.
- e. Vendors are prohibited from leaving their assigned booth area to solicit customers.
- f. The event organizer will have marketing planned to promote this event however, in order to ensure individual success, vendors should engage with their own customers to promote the event. Design assets are available on the website.
- g. Plan to accept different payment methods; while it is common practice to always accept cash, some vendors accept alternative payment options.

2. Booth Setup

- a. A vendor map will be created and your booth space will be assigned to you ahead of the event.
- b. Booth setup will be available at 6:30am. All booths must be ready by 8:40am.
- c. **Vendors must check-in at the event table upon arrival.**
- d. Booth setup must be completed prior to the start of the event and must not impede neighboring booths or walkways.
- e. Vendors must adhere to designated load-in and load-out times and vehicles must be promptly moved to designated parking areas after unloading.

- f. Booth displays should be attractive, safe, and appropriate for all audiences.
- g. Pop-up tents are allowed, as long as they do not extend past your allotted booth space, but not necessary since this is an indoor event. No tent walls unless it is on the backside of your booth (against the wall only).
- h. It is OK to use poster putty or Command strips and hooks, No push pins, tacks, nails, screws, tape, duct tape is allowed on walls, ceiling, floors, tables, and chairs.
- i. No loud and/or repetitive sounds. Music is fine, as long as it is family-friendly and the volume doesn't extend past your booth.
- j. Extension cords are allowed as long as they are in good operating condition (no splits or frays) and they don't impede on walking paths or other booths.

3. Merchandise

- a. Handmade and small business merchandise will be prioritized over mass-produced or MLM items such as Scentsy, Mary Kay, doTerra, Color Street, Tupperware, etc. These will be limited to 1 booth on a first-come, first-serve basis.
- b. Prices must be posted clearly and accurately. Taxes and final totals must be communicated to all customers at the time of final purchase.
- c. Selling of alcohol, drugs, fireworks, firearms, paraphernalia, or anything not suited for all audiences is prohibited.
- d. No lighting candles, or anything that produces/diffuses smoke.
- e. No spraying product unless in a controlled compact/sample size.

4. Cleanliness

- a. Vendors are responsible for keeping their booth area clean and free of debris.
- b. Trash and waste should be disposed of in designated receptacles.
- c. After the event concludes, nothing shall be left behind by the vendor in their designated spot.

5. Agreement

- a. By abiding these rules, this event will be successful and provide a quality vendor and attendee experience.
- b. Event organizers reserve the right to modify or amend these rules and regulations as deemed necessary. Any changes will be communicated to vendors in advance.