

# Ellensburg Holiday Market 2024

## 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 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. 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.

### 2. Application

- a. The vendor application must be completed and submitted by May 31st.
- b. You will be notified via email with your acceptance/denial by June 7th.
- c. Upon acceptance, payment must be completed by June 14th to secure the spot.
- d. Applicants who are denied may request to be placed on a waitlist in case a spot becomes available, in which payment will be due immediately to secure the spot.
- e. Please indicate how many spots you need (limit 2), if you need power (not guaranteed), and if you need any tables (6 ft) provided.

### 3. 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. Booth setup must be completed prior to the start of the event and must not impede neighboring booths or walkways.
  - d. Vendors must adhere to designated load-in and load-out times and vehicles must be promptly moved to designated parking areas after unloading.
  - e. Booth displays should be attractive, safe, and appropriate for all audiences.
  - f. 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.
4. Merchandise
- a. Handmade and small business merchandise will be prioritized over mass-produced or MLM items such as Scentsy, Mary Kay, doTerra, Color Street etc. These will be limited to 1 booth on a first-come, first-serve basis.
  - b. Prices must be posted clearly and accurately.
  - c. Selling of alcohol, drugs, fireworks, firearms, paraphernalia, or anything not suited for all audiences is prohibited.
5. 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.
6. 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.