

APPLICATION FOR THE RICHMOND HOLIDAY MARKET

TERMS AND CONDITIONS

Setup/Breakdown – Crafters may begin setting up at 7:00 a.m. and must be completed bringing things and ready to sell by 9:00 a.m. Breakdown cannot start until 3:00 p.m. and must be completed by 5:00 p.m. Some spaces may be available for Friday night set up (see application form).

Crafter Space – Spaces will be assigned upon arrival. If you have special requests, please include them with your application. We will do our best to accommodate. Crafters' displays must stay within the assigned 8' wide space. Crafters must supply all items necessary for their set up, including tables and chairs.

Items for Sale – Items for sale at the crafter's booth must be as described on their application. The event hosts reserve the right to ask that items be removed from your display if not listed on your application.

Promotion of Event – Crafters agree the host can use your name and/or pictures submitted for promotion of the event. Crafters also agree to promote the event leading up to the day of the event using, social media, Front Porch Forum, posters (attached for printing and posting in the crafter's hometown area and place of business), etc.

Table/Booth – Only one crafter per space. Space cannot be sublet or shared. More than one space can be requested for an additional fee.

Acceptance – Event hosts reviewing applications will only accept crafters with unique items based on a first-come, first-served basis (trying not to duplicate similar crafts), so please be specific on your application.

Payment – Payment is due by November 15, 2026. All payments are nonrefundable. Proceeds from booth space fees will be donated to the Richmond Food Shelf. Cash, check (payable to the Richmond Food Shelf), and Venmo (@Sue-Pochop – be sure to note Richmond Holiday Market) will be accepted.

Electricity – Electricity is limited so be sure to note that it is needed on the application.

Cancellation of Space – The event host is not liable for conditions/reasons preventing the crafter from attending and fulfilling their obligation as a crafter.

Crafter Responsibility – Crafters will be fully responsible for any loss or damage to their property by theft, fire, or casualty. The event host and facility expressly disclaim any responsibility for loss or damage. Crafters are responsible for any damage which may be incurred to the facilities because of or in connection with its operation. Crafters are responsible for the conduct of their employees, volunteers, or other representative. Activities must not detract from the image or welfare of the holiday market.

Liability – Crafters agree not to hold event hosts/volunteers/facilities from and against any loss, expense, claims, damage, causes of action, injuries, suits or damages, suits to person or property, including attorneys fees, arising out of or related to the operation of the crafter at the event.

Signature of Crafter: _____ Date: _____

RICHMOND HOLIDAY MARKET
AT RICHMOND CONGREGATIONAL CHURCH AND RICHMOND TOWN CENTER
BRIDGE STREET, RICHMOND, VERMONT
SATURDAY, DECEMBER 5, 2026, 9 a.m. – 3 p.m.

Crafter Name: _____

Address: _____

Business Name: _____

Email Address: _____ **Phone Number:** _____

Website (if applicable): _____

Description of Handmade Product(s): _____

Booth Size and Pricing:

8' table space = \$50 (Crafter supplies table, setup, and chairs) – Booth proceeds benefit Food Shelf.

Each crafter is required to donate one item or basket of items (valued at \$15 or more) to the silent auction. Proceeds from the auction will go to *Toys for Kids* (A donation bin is available if you'd like to bring something to help put a smile a child's face. Crafted toys are acceptable.).

Specific Name of Donated Item _____ **Value** _____

Requirements: Electricity Required - Yes ☐ No ☐

☐ **Upstairs** ☐ **Downstairs** ☐ **No Preference** (Hosts will do our best to accommodate.)

☐ **Front table only** ☐ **U-shape** ☐ **L-shape** ☐ **Other** _____

Special Requests: _____

Please submit three to five photos of your products and/or crafter setup. To reserve your space, return completed application and signed terms and conditions form as soon as possible, but no later than November 1, 2025 to Sue Pochop and Kristin Fulmer, 2717 Huntington Road, Richmond, VT 05477, or scan and email it to: spochop@uvm.edu.

You will receive a confirmation email once your application has been reviewed and accepted. All accepted applications must submit payment by November 15, 2026.

Your signature gives permission to use your name, business name, and photos in our promotions.

Signature of Crafter: _____ **Date:** _____