



## The Magic of Christmas in Essex Holiday Craft Fair

Essex, New York

Saturday, December 9, 2017

10:00 AM – 3:00 PM

*Lake Champlain Yoga & Wellness | College for Every Student*

Holiday greetings!

Essex Initiatives is excited to continue the tradition of sponsoring the Magic of Christmas in Essex on Saturday, December 9<sup>th</sup>. Below, you will find the application for the 2017 Holiday Craft Fair, which is an integral part of the festival. If you would like to reserve a space, please return the application to [info@christmasinsex.com](mailto:info@christmasinsex.com). For your convenience, this year we will have a food vendor serving lunch exclusively to vendors from the CFES Center. We hope that you enjoy your day with us!

### **Fees & Registration**

A 5x10 space costs \$25, and a double space or corner space costs \$45. Please consider your cancelled check confirmation of payment received. There are no refunds after 11/26/17 for any reason (inclement weather included).

### **Exhibitor Qualifications**

This show is open to artisans with original work, designs, and recipes; please refrain from selling reproductions or commercially made products. Collection of sales tax is the responsibility of the vendor. Please post your tax certificate at your display.

### **Set up**

- Doors to buildings housing exhibitors will be open at 8:00 AM the day of the event. If you require additional time for set up, please contact Susie Smith ([info@christmasinsex.com](mailto:info@christmasinsex.com)) for arrangement.
- Short-term parking is allowed in front of designated buildings for unloading; we request that to move vehicles to the roadside and on side streets once you have unloaded all supplies.
- Vendors must bring own tables, chairs, display, extra lighting, and extension cords.
- Vendors should be ready to greet the public by 10:00 AM.
- There is no bank in town so please plan accordingly for starting cash and small change. There is an ATM near the ferry loading dock, just a block down the road.
- Complimentary water will be available for vendors in each building. Coffee and other refreshments will be available at local businesses in town, as well as a local vendor in CFES Center.
- Restrooms are available in each of the designated buildings that will be housing vendors.
- Cell service is available throughout Essex, as is Wi-Fi; however, please be prepared to capture credit card payments offline if necessary.
- The Lake Champlain Ferry to Vermont will be running every hour between 6:30 and 5:30 from Essex (see [www.ferries.com](http://www.ferries.com) for detailed ferry schedule). Plan accordingly if necessary.
- Find Essex, NY on Google Maps: <https://goo.gl/maps/gEpB15QjvVC2> or look up 2303 Main Street, Essex, NY 12936.



Date/Time: **Saturday, December 9 – 10:00-3:00pm** (Vendor setup starting at 8:00am)  
Locations: **CFES Center | Lake Champlain Yoga & Wellness\*\***

**VENDOR INFORMATION CRAFT DESCRIPTION**

**Business Name:**  
**Representative Name:**  
**Address:**  
**Cell phone:**  
**E-mail:**  
**Website:**

**Please give a detailed description of your craft:**

**EXHIBITOR FEES**

**\$25** fee for 4x8’ space.  
 **\$45** fee for two 4x8’ spaces or a corner space.  
**Add \$10** if you would like an advertisement of business logo and a link to website on **ChristmasInEssex.com**.

Payment must be received to reserve vendor space: **228 Clark Road, Essex, NY 12936**. Please make check payable to: **Essex Initiatives**

- Reminders:**
- Set up will begin at 8:00 AM on Saturday in Essex, NY 12936
  - Vendors must provide own tables, chairs and special lighting.
  - Electricity is provided for free. You must provide own extension cords and power strips.

**PARTICIPATION AGREEMENT**

The exhibitor and his or her representatives shall indemnify, defend and hold College for Every Student, Lake Champlain Yoga & Wellness, Essex Initiatives, their officers, directors, board members, guests, employees and agents harmless from and against all demands, claims, damages and expenses related to the exhibitor's participation in Christmas in Essex including, but not limited to the exhibitor's display, services, goods and/or personal property.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please direct all comments/questions to Susie Smith – [info@christmasinessex.com](mailto:info@christmasinessex.com) (518.925.7535)

\*\* Specific vendor locations will be determined by Christmas in Essex organizers