

Cottonwood Creek Christmas Market 2025

Cottonwood Creek Church agrees to the following:

- Similar products are allowed if they are of different materials, uniqueness and design OR located in different rooms or separated from like items.
- Event leadership will take diligent effort to not place similar items next to each other if at all possible.
- Booth spaces with electricity access will be available on a first come, first serve basis. Extension cords are NOT included.
- Vital Market information will be emailed out at least 1 week prior to the Market. Emails inquiring about information prior to the above mentioned email, will not be answered.
- Booth numbers & building layouts will be given out upon Vendor Check-In.
- Cottonwood Creek Church cannot guarantee the amount of attendance or number of shoppers at the event.
- If the event is canceled by Cottonwood Creek Church, vendors will receive credit for the following year's Market.

The Vendor agrees to abide by the following: (READ CAREFULLY)

- If the vendor cancels their attendance, a refund will not be given.
- Vendors are required to check in upon arrival, no exceptions. Check-in times will go out with the Vital Information email at least 1 week prior to the Market. There will be check-in on Friday evening & Saturday morning. Times will be listed in the Vital Information Email.
- You must set up on time before the Market begins and clean up your area once the Market ends at 3:00pm. Vendors who pack up before 3:00pm will not be permitted to rent a booth for future Markets at Cottonwood Creek Church.
- You must also advertise and promote the event to the best of your ability as show attendance is reliant on advertisement by Cottonwood Creek Church AND the vendors who attend.
- You may only bring the products that were previously disclosed on your application.

- Food/drink vendors are responsible for getting all necessary permits needed to set up a food/drink booth and provide a copy to Cottonwood Creek Church.
- Vendors must keep open communication with Cottonwood Creek Church leading up to the time of the event.

RULES OF CONDUCT (READ VERY CAREFULLY)

1. Be respectful to event staff, customers and other vendors. Meaning no bad-mouthing other exhibitors for any reason and being respectful to customers and event staff. Those who violate this will be asked to leave the event and not return.
2. All items should be removed from the area no later than 4:00 p.m. on Saturday. Before leaving, booth space should be left in the same condition as it was upon arrival. Trash and other debris may not be left behind. If a booth area is not cleaned properly vendor could risk attendance at future events. Trash cans are provided by venue.
3. Only bring product that was disclosed on the application. If you bring items not discussed that cause conflict with another vendor, you will be asked to put that product away and not allowed to sell it. If removal of product is refused, then vendor may be asked to leave the event without a refund.
4. Final booth number is permanent space. You will not be allowed to be moved unless Market Leadership chooses to move you.
5. Provide your own set up items for the event and extension cords if needed. If you are requesting a booth with electricity, you will need to provide your own extension cord(s). Please bring an appropriate length extension cord.
6. No smoking in or near the building.
7. No early packing, tearing down even 10 minutes before end time is shown as being disrespectful to event staff, shoppers and other vendors, and will not be tolerated. Vendors should have booth open during all show hours. Those who violate this policy may not be allowed attendance at future events.
8. Vendors may not physically alter the area in any manner, including putting any nails or objects into walls or floors. And keep all set up equipment and product within the designated boundaries to avoid interference with other booths.
9. Selling of animals, adult-oriented items, gas filled balloons, guns, ammunition, or drug paraphernalia are prohibited. Keep the event family friendly. Any products deemed not family friendly the day of the show by any member of the Christmas Market Committee will need to be removed & not allowed to sell.
10. Excessive noises (such as stereos, radios, televisions, shouting, amplified voices) will not be allowed if such noises disturb other vendors or customers. You will be asked to turn it off.

11. Any Exhibitor caught selling stolen, counterfeit, black market, illegal merchandise of any kind or any food or beverages without the necessary permits, is subject to having said merchandise confiscated, face arrest by local authorities, immediate eviction from the Market and loss of selling privileges without a refund.

INDEMNIFICATION:

I agree to hold harmless Cottonwood Creek Church from any injuries to myself, people working for me, or any damage or loss to any of my property. In witness to their agreement to the terms of this contract, the parties affix their signatures below.

Signature _____

Printed Name _____

Date _____