



You are invited to be part of the 5<sup>th</sup> Annual Steubenville **Nutcracker Village** and **Advent Market** to be held in Fort Steuben Park in downtown Steubenville, Ohio.

This special holiday attraction and market, inspired by European Christmas traditions, offers both items and food for sale in the beautifully lit and decorated park, amidst a collection of six-foot tall nutcrackers, each individually designed and painted. The Nutcracker Village will be on display from Nov. 26 to Jan. 4.

During the holiday season, local artisans and vendors will have the opportunity to sell merchandise such as children's toys, Christmas ornaments and hand-crafted gifts as well as traditional foods in the Advent Market. Live entertainment, hayrides, Holly Trolley rides and a visit to the Christmas Wonderland in the Fort Steuben Visitor Center make it a wonder-filled family tradition.

The 2019 market is juried and held on sixteen dates with the option to be open mid-week as well. Last year, we drew thousands of people to the downtown, people who were incredibly exuberant about the project. With your participation, we hope to make the event a success again.

Please consider being a vendor and helping visitors to *experience the magic* of the Steubenville Nutcracker Village!

Sincerely,

A handwritten signature in black ink that reads 'Judith Bratten'.

Judy Bratten & the Nutcracker Committee

The Steubenville Nutcracker Village and Advent Market is produced by the Old Fort Steuben Project, Inc. in collaboration with Nelson Fine Arts & Gifts. All donations are tax deductible.

120 S. 3<sup>rd</sup> Street, Steubenville OH 43952 740-283-1787

[info@oldfortsteuben.com](mailto:info@oldfortsteuben.com)

# 2019 STEUBENVILLE

## *Nutcracker Village & Advent Market*

### Food Vendor Application Form

In order to qualify to sell at the market, applications must be submitted by **September 1** and applicants will be notified of their acceptance by **September 21**. The sooner your application is submitted, the better chance for acceptance.

#### Food Vendor Information and Check List

**Vendors are expected to operate their booths all 16 days of the market: Nov. 26 and the following five weekends. Vendors have the option of being open mid-week and longer hours.**

#### **Official Dates and Hours:**

Tuesday, Nov. 26: 3-8pm Friday, Nov. 29, 3-8pm Saturday, Nov. 30, 1-8pm/ Sunday, Dec. 1, 1-6pm  
Friday, Dec. 6, 3-8pm / Saturday, Dec. 7, 1-8pm / Sunday, Dec. 8, 1-6pm  
Friday, Dec. 13, 3-8pm / **Parade: Saturday, Dec. 15, 11am-8pm** / Sunday, Dec. 16, 1-6pm  
Friday, Dec. 20, 3-8pm / Saturday, Dec. 21, 1-8pm / Sunday, Dec. 22, 1-6pm  
Friday, Dec. 27, 3-8pm / Saturday, Dec. 28, 1-8pm / Sunday, Dec. 29, 1-6pm

#### **Location**

**Vendors will operate from chalet booths provided by the Advent Market, located around the fountain/tree area in Fort Steuben Park.**

#### **Fees**

- APPLICATION..... \$20                       DEPOSIT.....\$75  
 FEE FOR ENTIRE EVENT (16 DATES).....\$750

Application fee (non-refundable) and deposit are to be submitted with application form. Deposit will be returned if application is not accepted. Booth fee due upon acceptance of application.

#### **Products**

- All items to be sold should reflect the European tradition of the Advent Market, with an international theme and unique items as well as familiar ones that reflect the holiday
- All items to be sold are to be pre-approved by the Market Committee and meet the requirements of the local health department. **A complete menu and copy of certificate issued by an Ohio health department must be included with the application form.**

#### **Booth Requirements:**

- Christmas lights will be wrapped around front and sides of booth. We encourage you to put up more decorations to make your booth look festive.
- You must supply your own table, chairs, displays, cooking & serving equipment, paper supplies, fire extinguisher, extension cords and other things you need to prepare and sell your product; electricity will be provided (be sure to note electrical requirements on the application form)
- Participants are encouraged to dress for the weather; heating in booths must be approved by the Market Committee before set-up.

#### **Insurance and Permits:**

- Every food vendor **MUST** show **proof of insurance** for general liability (\$1,000,000) and certificate of approval from an Ohio health department.

- All food vendors are responsible for their own bookkeeping, sales tax collections and payments.
- Those selling packaged foods must have every item properly labeled as to contents.

**Event Setup/Assignments/Trash/Teardown:**

- Participants must set up their booths in a manner that can withstand winds, rain and other problem weather and must be prepared to stay unless notified by the Market Committee
- Setup can begin no later than 2 hours before opening.
- ALL vehicles must be unloaded and removed from site one hour before opening each day.

**\*\* It's mandatory for all Participants to unload, remove your vehicle/trailer from site and then set up.**

Setting up displays while unloading slows down traffic in the unloading area and causes unnecessary congestion.

Participants arriving less than an hour before opening will be turned away without a refund.

- Make sure you have enough products to sell throughout the event as well as change. No early tear down on any day of the event is acceptable unless authorized by the Market Committee.
- All participants are responsible for ensuring their booth, equipment, and displays are presented and stored in a manner safe for all patrons to avoid risk of injury or accidents.
- All displays, merchandise and other items must stay within the margins of the booth space.
- Event location, booth location and event layout are subject to change by the Market Committee.
- No booths are to be closed until the end of each day's event.
- **No alcohol is permitted** on the grounds of Fort Steuben Park or in the Visitor Center without permission.
- Each participant is responsible for removing any trash/debris in and around the booth area throughout the event. **Please bring your own trash containers/bags**. Trash and debris must be removed from your booth/area at the end of each day and deposited in the dumpster which will be located behind the Visitor Center. Do not fill up the public trash receptacles with your trash or debris. Refusal to follow these rules risks losing your \$75 deposit.

**Security:**

Overnight Security will be provided. You must cover your products and lock your booth when you leave the event site if you are returning the next day. The Old Fort Steuben Project **will not be responsible** for stolen, damaged or missing merchandise.

**Parking:**

Vendors may park behind the Visitor Center after setup. Each vendor will be given **one** parking permit. Additional vehicles must park in one of the public lots off site.

**Conduct:**

Participants shall conduct themselves in a manner that is courteous to other participants, event staff, event volunteers and public. Behavior which is criminal, threatening, abusive or harassing shall cause the vendor to be expelled immediately from the event.

**The term "Steubenville Nutcracker Village" is limited to exclusive use by the Old Fort Steuben Project and Nelson Fine Arts & Gifts.**

**Keep these pages for your records – Send in Vendor Application Form**

# 2019 STEUBENVILLE

## *Nutcracker Village & Advent Market*

### FOOD VENDOR APPLICATION FORM p.1

*A copy of this form and the required insurance certificate, health department certificate, menu, photos and checks must be postmarked no later than September 1, 2019. It is recommended that you keep a copy for your own records. Please write legibly!*

BUSINESS NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

DESCRIPTION OF ITEMS OFFERED FOR SALE (**COMPLETE MENU MUST BE SUBMITTED WITH FORM**):

\_\_\_\_\_  
\_\_\_\_\_

OTHER SHOWS WHERE YOU HAVE PARTICIPATED

\_\_\_\_\_  
\_\_\_\_\_

PLEASE SPECIFY ELECTRICAL/WATER NEEDS

\_\_\_\_\_

SUBMIT **3 DIGITAL PHOTOS** OF EXAMPLES OF YOUR PRODUCT SHOWING QUALITY AND PRICE RANGE TO: [judy@oldfortsteuben.com](mailto:judy@oldfortsteuben.com).

PHOTO 1: DESCRIPTION AND PRICE \_\_\_\_\_

\_\_\_\_\_

PHOTO 2: DESCRIPTION AND PRICE \_\_\_\_\_

\_\_\_\_\_

PHOTO 3: DESCRIPTION AND PRICE \_\_\_\_\_

\_\_\_\_\_

2019 STEUBENVILLE

*Nutcracker Village & Advent Market*

Food Vendor Application p. 2

**CHECKLIST:**

Two separate checks

\_\_\_\_ \$20 Application fee

\_\_\_\_ \$75 Deposit

\_\_\_\_ Three digital images, each marked with name, description and numbered

\_\_\_\_ Complete Menu for event

\_\_\_\_ Certificate of Insurance

\_\_\_\_ Completed & signed application

Please make checks payable to:

**Old Fort Steuben Project**

with either *Advent application fee* or *Advent deposit* in the memo line.

Mail to:

**Old Fort Steuben Project**

**120 S. 3<sup>rd</sup> Street**

**Steubenville OH 43952**

All participants are to submit the application with **two separate checks**: for application fee (non-refundable) and deposit. Deposits will be returned within 30 days after the close of the event. If the event is canceled due to disaster, public health threat, government recommendation or emergency, this agreement may be canceled by the Old Fort Steuben Project on written notice to all registered participants without further liability on either party; all deposits would be returned within 30 days of notice.

**Agreement:** I agree to all terms and conditions stated in application instructions and further agree to hold harmless the Old Fort Steuben Project, Inc., staff and volunteers from any losses, expenses, claims or damages that may occur during this event. I further certify that all my property, equipment, and vehicles are properly insured for any damage or losses that may occur during this event.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

POSTMARK DATE \_\_\_\_\_

PHOTOS INCLUDED \_\_\_\_\_

\$20 APP. FEE (& CK #) \_\_\_\_\_

\$75 DEPOSIT (& CK #) \_\_\_\_\_

COMMITTEE APPROVAL YES  NO

DATE \_\_\_\_\_

BOOTH FEE & DATE \_\_\_\_\_

DEPOSIT REFUND DATE \_\_\_\_\_