



# Livingston's Holiday Market

First Saturday in December

## RULES, REGULATIONS AND TERMS OF PARTICIPATION

Date: Saturday, December 2<sup>nd</sup>, 2023

Event Hours: 9:00 am – 4:00 pm

Event Admission: \$1.00

Event Location: Livingston Civic Center, 229 River Drive, Livingston, MT 59047

Livingston's Holiday Market is open to vendors with handmade crafts, art, baked goods, and select specialty items. Livingston Recreation has final authority over what items may be sold.

You are responsible to read and abide by the following rules if you want to participate in the Livingston Recreation Department Holiday Market.

### Product Requirements & Information:

This event aims to support and promote local artists and makers. Therefore, all items for sale at the Holiday Market must be at least **60% handmade**. **No MLM businesses** or service providers will be allowed. Please keep your merchandise family-friendly.

### Promotion:

Livingston Recreation provides promotion through newsletters, social media, local news and physical signs. In order to help us promote the quality and variety of items that will be available at the event, each vendor will be asked to submit 2-3 small images that are representative of their merchandise, as well as a short statement about themselves or their business.

### Vendor Requirements & Information:

- The Livingston Recreation Department will provide 10' x 10' space and tables (max-1) and chairs (max-2) inside the Livingston Civic Center.
- Location of your booth is not guaranteed and staff reserves the right to assign spaces and alter layouts as deemed necessary.
- If the Livingston Recreation Department must cancel, a 48-hour notice will be given and money will be credited or refunded.
- Completion of online or paper application does not guarantee you a booth at the Holiday Market.
  - Booth space will be confirmed by Recreation Department staff after review of application and all fees will be due at that time.
- Booth must be open during the entire event hours and vendor must be present at their booth during these hours. If a Vendor packs up and leaves early, they may not be asked to participate in future bazaars.
- Vendor is responsible for maintaining and cleaning in and around their area during and after the event.
- All booths are subject to inspection by City Staff, Fire Department or County Health Sanitarian.
- Decoration and display material should not extend beyond the booth space or interfere with other displays.
- Amplifying devices or other sound equipment must not interfere with other booths and activities.
- The City of Livingston will not be responsible for damage due to overloading service outlets.
  - Limited booth spaces are available with access to electricity.

- There is no access to water at any of the booth spaces.
- Please refrain from using anything that will damage walls or floors. No nails or screws may be used on the walls. Tape or adhesive may not be used on hardwood floors. Tables must be LIFTED not pushed, dragged, pulled or slid on floors. If damage is done to floors you will be responsible for damage repair expenses.
- No flammable or explosive material may be used in or around the Livingston Civic Center.
- All sales must be done within your booth space, no roaming exhibitors allowed.
- The City of Livingston is not responsible for lost or stolen merchandise or personal belongings.
- You may not sell tickets or chances at the Civic Center. However, you may give away free chances, drawings or have guessing contests. Names and addresses of all winners must be provided to the City of Livingston.
- Booths cannot be sold, subleased, shared or exchanged without permission of Recreation Department management.
- Violation of these rules may cause the exhibit to be closed by the manager and forfeiture of all fees paid.
- All applications include a \$5.00 non-refundable processing fee to cover administrative and advertising costs. All canceled booth spaces will incur a \$25.00 cancellation fee if canceled within 1 week prior to the event. Cancellations within 72 hours of event or without just cause may result in forfeiture of monies paid.
- If a Vendor is a No Show the day of the event and has not contacted the Livingston Recreation Department staff, they may be subject to refusal to participate in future events.

### Set Up & Clean Up:

- Set Up: Friday, December 1<sup>st</sup>, 4:30 pm – 6:30 pm or Saturday, December 2<sup>nd</sup> as early as 7:00 am.
- Vendors must be completely set up and ready for business at **8:45 am**
- All Vendors vehicles must be parked in the South Parking Lot (behind Civic Center) to allow for customer parking.
- Booths must stay open until 4:00 pm.
- Clean Up: Saturday, December 2<sup>nd</sup>, 4:00 pm – 6:00 pm
- All items **must** be removed by 6:00 pm



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<b>Vendor Name</b>	<b>Business Name</b>																		
<b>Phone</b>	<b>Email Address (required)</b>																		
<b>Address, City, State, Zip Code</b>																			
<b>Website/Social Media (if applicable)</b>																			
<b>Type of item and description of items to be sold</b> (circle all that apply)  <table style="width: 100%; border: none;"> <tr> <td>Body Care</td> <td>Clothing</td> <td>Cottage Foods</td> <td>Décor</td> <td>Jewelry</td> <td>Painting/Drawing</td> </tr> <tr> <td>Photography</td> <td>Yarn &amp; Fiber</td> <td>Leather</td> <td>Metal</td> <td>Glass</td> <td>Ceramics</td> </tr> <tr> <td>Woodwork</td> <td>Print</td> <td>Holiday</td> <td colspan="3">Other: _____</td> </tr> </table>		Body Care	Clothing	Cottage Foods	Décor	Jewelry	Painting/Drawing	Photography	Yarn & Fiber	Leather	Metal	Glass	Ceramics	Woodwork	Print	Holiday	Other: _____		
Body Care	Clothing	Cottage Foods	Décor	Jewelry	Painting/Drawing														
Photography	Yarn & Fiber	Leather	Metal	Glass	Ceramics														
Woodwork	Print	Holiday	Other: _____																
Would you like to contribute an item to the entry raffle benefitting Livingston Recreation programming? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, item I will donate: _____																			
<b>Please list preferred Booth Numbers</b> Top 3 Booth #'s:	<b>Requests (check)</b> Chairs: <input type="checkbox"/> One <input type="checkbox"/> Two Electricity: <input type="checkbox"/> (\$5.00 addtl fee – limited spaces available) Wifi Access Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No																		

**Please select the appropriate rate for a 10x10 booth space (limited to 1 per vendor)**

*(A resident resides within the City of Livingston city limits - please check appropriate residency box)*

Residents: \$50.00 \_\_\_\_\_ Non-Residents: \$60.00 \_\_\_\_\_ Non-Profit: \$40.00 \_\_\_\_\_

**Promotional Statement for marketing purposes: (description of business/self)**

\_\_\_\_\_ I will email 2-3 images of my booth entirely set up and/or primary items I sell upon acceptance for promotional purposes

**Payment Type: (Check will be deposited or card will be charged once you have received confirmation of booth space)**

\_\_\_\_\_ Check (payable to City of Livingston)      Check Number: \_\_\_\_\_

\_\_\_\_\_ Credit Card

*Please check the appropriate credit card and provide the necessary information along with a signature*

\_\_\_\_\_ American Express    \_\_\_\_\_ Visa    \_\_\_\_\_ Mastercard    \_\_\_\_\_ Discover

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_ / \_\_\_\_ CVV # \_\_\_\_\_

*I authorize the City of Livingston to charge my credit card in the amount stated above.*

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

*Please fully read the attached Rules, Regulations & Terms of Participation Sheet before submitting your application.*

**AUTHORIZATION:** Vendor agrees that he/she has read and shall abide by all the terms and conditions of the Livingston Holiday Market's "Rules, Regulations and Terms of Participation" attached here. Vendor also acknowledges that submission of Application does not guarantee acceptance into the Livingston Holiday Market. The undersigned represents that he/she is an authorized representative of the Vendor and has authority to bind Vendor to the provisions, terms and conditions set forth herein.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to: Livingston Recreation Department | 229 River Drive | Livingston, MT 59047**

[rec@livingstonmontana.org](mailto:rec@livingstonmontana.org) Questions? 406-223-2233