

Holiday Market Rules

1. Eligibility

- Vendors may sell their handmade, handcrafted locally produced goods.
- Must have NC State Tax ID number.
- Food vendors must comply with all applicable health and safety regulations.*

*Separate handout is available. All prepared food sellers must have a ***copy of their kitchen inspection forms*** on file with the Event Coordinator.

2. Application Process

- Must attend all 3 markets.
- No pictures are required. If a new applicant, Event Coordinator will reach out to inquire of website, Instagram or Facebook account.
- Payment is required once accepted, to secure your space. Invoice will be sent to your email.

3. Vendor Selection

- Priority will be given to those in good standing, in the following order if space is limited:
 1. Nags Head residents
 2. Previous Holiday Market vendors
 3. Outer Banks residents
- Event organizers reserve the right to balance the variety of products offered.

4. Booth Spaces

- Booth assignments are made by Event Coordinator and are non-transferable.
- Each space will be approximately 10' x 10' in size.
- A table and up to two chairs may be furnished by the Town upon request.
- Booths must be set up, Car moved to YMCA, and ready by 8:45am.

5. Dates of Operation, Set-Up & Breakdown

Dates of Holiday markets: Nov 8, Nov 29, Dec 13, 9 am -12 pm

- Set-up begins at 7:00 am and must be completed by 8:45 am.
- Vendor vehicle must be moved to YMCA parking lot by 8:45 am.
- Breakdown may not begin until the market closes at 12:00 pm.
- Vendors are responsible for cleaning their area before departure.

6. Conduct

- Vendors must remain open for the full duration of the event.
- Courteous and professional behavior is expected at all times.
- No subleasing or sharing booth space without prior approval.

7. Weather Policy

- The Holiday Craft Market is a rain-or-shine event unless otherwise notified.
- Organizers will communicate cancellations or changes via email/text.

8. Fees

Holiday market nonrefundable fee is \$75.00 for the 3 markets.

- Payment can be made on-line with your vendor number provided; you may call Nags Head Town Hall and pay via credit card over the phone or at Nags Head Town Hall. *No fee for Cash/ check , % charge for credit card.*
- Payment must be received by Monday November 3rd by 5pm .

9. Compliance

- Vendors must comply with all town, state, health dept. regulations, if applicable.
- Failure to follow rules may result in removal from the market without refund.