**Weekends (Saturday & Sunday)
November 18 – December 17, 2023 plus Friday, November 24**

 **2023 Christmas Market Application**

Category of your original work: (please **circle** applicable type of work)

printmaking photography mixed media drawing jewelry pottery packaged foods

pastels computer generated sculpture glass wood metal other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

painting ceramic metal smithing leather textiles leather

Detailed description of items to be offered for sale (attach extra page if needed):

|  |  |
| --- | --- |
| **Name** |  |
| **Street Address** |  |
| **City/State/Zip** |  |
| **Phone** |  |
| **Email address** |  |
| **Business Name** |  |
| **Website** |  |

**AVAILABLE SPACES - Circle** the space below you wish to reserve upon being notified of acceptance as a vendor:

**10’ x 12’ shed 10’ x 20’ shed 10’ x 12’ Shed Weekly Fee’s (limited Availability)**

**Fee $ 900 Fee $ 1100 Weeks 1 & 2 Fee $150 per week**

 **Weeks 3 & 4 Fee $200 per week**

 **Week 5 Fee $275**

*This is a juried show.* Return your completed application (page 1) and required photos by **May 15, 2023** to*:* Email: VOACountryChristmas@gmail.com or **Ashley Country Christmas, 114 S. Sterling St., PO Box 158, Ashley, MI 48806**

I, the vendor, verify that I am directly involved with each piece of work to be offered for sale and the work meets the rules for participation as set forth in this application. I have read and understand the requirements of participation in the Village of Ashley Country Christmas 2023. By applying, I agree to indemnify, defend and hold harmless The Village of Ashley Country Christmas/Village of Ashley from and against all demands, claims, suits, liability and cost including legal fees resulting from any injuries, property damage, theft, or loss by myself or anyone with me at this event. I agree to abide by the rules and policies, and I understand that failure to follow these regulations may result in expulsion from this year’s event and/or from future events.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Office use only)Date app received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted \_\_\_ Denied \_\_\_

50% dep, $50 dam & $10 license recv’d (date)\_\_\_\_\_\_\_\_\_

**Weekends (Saturday & Sunday)
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**Christmas Market RULES**

The Village of Ashley Country Christmas Market will be Oak Street Market buildings spaces and enclosed sheds. Items must be handmade/homemade, and the interest is in having quality offerings of unique, artisan items. Only items accepted by the Ashley Country Christmas Committee are permitted to be offered for sale. Any items outside the scope of what has been accepted will be required to be removed from the Country Christmas Market.

***DEADLINES***

**All applications must be received by May 15, 2023**. ***This is a juried show***. Submitting an application does not guarantee acceptance. Applications will be reviewed by the Ashley Country Christmas Committee and vendors who are accepted will be notified by email by June 1, 2023. Should there be more qualified applicants than space available; a wait list will be established. Vendors will be selected from applications submitted. Submit 2 photos of your merchandise, and one or more of you making these items for consideration with your application to:

 Email: VOACountryChristmas@gmail.com or mail to: Ashley Country Christmas, 114 S. Sterling St., Ashley, MI 48806

***SPACE FEE and TERMS***

The space fee is for all 11 days of the Country Christmas *with Friday, November 24 being a free, no fee day in the spirit of the holidays*. Supply your own tables, chairs, additional display units, props. The Market spaces available are:

* + ~~Oak Street Market building~~
	+ 10’ x 12’ shed at $900
	+ 10’ x 12’or per week: **Weeks 1&2 $150 ea** **\* Weeks 3 & 4 $200 ea \* Week 5 $275 (Limited availability)**
	+ 10’ x 20’ shed  at $1100
	+ Each vendor is required to pay a damage deposit of $50, refundable upon the Country Christmas Committee determining that there is no damage to the assigned building space at any time during the event. *Nails, staples, screws, etc. are not allowed.*
	+ Sheds are enclosed, have lights, and will be placed along the main street.
	+ **Terms: *50% of the total space fee, $50 damage/key deposit, and $10 village license are due to reserve the space when the vendor is notified of acceptance (no later than June 1), and the remaining 50% of the fee must be paid by the Monday, October 2 ~~of the first weekend, November 19~~, 2023*.** Payment is by check, money order, or cashier’s check to “Ashley Country Christmas.” Ashley (the village) is unable to process credit card payments.
	+ The Village also requires a Vendor, Peddler, Solicitor license/$10 fee. That form will be emailed to you upon
	acceptance.

 ***HOURS***

* A minimum of 1 hour before each train\*, and 1 hour after the morning train for our drive in guests. Train passengers are here for 2 hours. The 4th and 5th weekends vendors are encouraged to be open earlier than 1 hour before each train for drive-in guests.
* Vendors may be open all day if they wish as the number of guests driving in throughout the day has increased. Vendors (or their designated representative) must be present each day of the event.
* There are two trains (see Additional Event Information below) each Saturday and Sunday,
and on Friday, November 24.

\*Train arrival schedule tbd, usually 11:00 am and 6:00 pm. Vendors will be notified when the ACC has the official schedule from the Steam Railroading Institute.

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**Christmas Market RULES *(Continued)***

***VENDOR INFORMATION and BUILDING USE***

Vendors (or their designated representative) must be present each day of the event. All vendors will conduct themselves in a manner consistent with a family event.

* All vendors are required to participate for all 11 days as designated renter with the exception to weekly renters, and remain set up until after the final train on December 17.
* All commercial, poor quality or distasteful items are prohibited. Violations may result in vendor removal from this event without refund and without advance notice.
* Vendors are responsible for maintaining their space in a clean and neat condition, and disposing of trash. This includes cleaning the vendor space after tear down. Vendor is supplied with a mat rental from Sohn Linen at no additional cost to the vendor, but vendor is responsible to put mat in appropriate area for pick up and cleaning.
* No electric heaters/microwaves or other electric appliances are allowed. Propane heaters are allowed in sheds.
* No smoking or vaping of any kind in the buildings.
* No tape, nails, screws, staples, or stickers are allowed on walls, windows, or floors. Any extra lights (ex: strings of Christmas lights) must be LED only.
* *3M Command type adhesive strips and hooks can be used. No nails, staples, screws, etc.*
* Buildings will be locked. Vendors can leave their booth set up throughout the event. However, you may wish to cover items or store items of high value.
* Restrooms are located in the Community Center, the Elba Sweet Shop, the Sterling Street pavilion and porta-jons.
* A variety of food and drinks is available to purchase in the Village of Ashley.
* First Aid is available at the Fire and Rescue building (Hobo Kitchen) as shown on the Country Christmas brochure map. Call 911 for a medical emergency.
* Lost and Found is in the Information Center (Village Office) at 114 S. Sterling St.

***SET UP and TEAR DOWN***

Vendors may set up November 17 between the hours of 9:00 am and 5:00pm, or November 18 between the hours of 8:00am and 10:00am. Tear down will take place after the last train on December 17 through Monday, December 18th by 5:pm.

During set up, restocking, and tear down you may park on Sterling St. (Main St.). No parking is allowed downtown during the event. Vehicles must be off downtown streets by 10:00 a.m. There is parking at the Ashley School parking lots two blocks east, and limited street parking as indicated on the Ashley Country Christmas brochure map.

Merchandise shall not be displayed outside of vendor’s own space and no flyers distributed outside of your building.

Garbage dumpsters are located behind the Community Center Building. Please dispose of all trash properly. Recycling cardboard is preferred; any boxes put in dumpsters for disposal need to be broken down.

Keys will be returned to the Ashley Village Office no later than December 18, 2023 by 5:00 p.m., either in person or placed in the dropbox. There is a $50 key deposit that will be returned to the Vendor with security deposit. Vendor will forfeit deposit if the key is missing.

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**Christmas Market RULES *(Continued)***

**Additional Event Information**

This event is the destination of the extremely popular North Pole Express train trips for 11 days, every Saturday and Sunday from November 18 through December 17, 2023, and Friday, November 24, with two trains each day.

This is the 11th year Ashley has hosted the North Pole Express, and there are attendees from throughout Michigan, every state, and around the world. Train passengers include groups of families, friends, co-workers, and cars with adult only seating. Over 4000 visitors arrive by train and driving in each weekend to the Country Christmas, with an expected total attendance of over 20,000 people. Drive-in attendance has increased each year. The train trips are a sold-out event each year. Many families have made the Village of Ashley Country Christmas an annual tradition.

For more information and to view many photos of past years of the event, the Village of Ashley Country Christmas and the Steam Railroading Institute (operator of the North Pole Express trains) can be found on Facebook.

Mid November through December is premium holiday shopping time, and visitors have requested more shopping opportunities of an artisan ware quality. The Country Christmas is striving to provide shoppers with unique merchandise from each vendor, and more opportunities to buy gifts for adults.

The downtown is closed to vehicle traffic while visitors enjoy shopping, entertainment, visiting Santa, seeing the Pere Marquette 1225 steam locomotive up close, and much more.

The event is 1940s – 1950s time-period inspired, and vendors are encouraged to dress in time-period clothing if they wish, as do many of the volunteers in the Village and guests.

Questions? Contact Don, text/call 517-706-8359, or email VOACountryChristmas@gmail.com