



VENDOR

3rd Party Vendor Application

Name: _____

Business Name: _____

Email Address: _____

Website: _____

Phone: _____

Facebook business page (if you have one) _____

Instagram handle (if you have one) _____

Preferred space (select one):

Pavilion spaces 10 x10 \$200 _____ (approx. 8 spots available-heated)

Tent spaces 10 x 10 \$125 _____ (approx. 12 spots available- propone heat)

Add on Electricity \$25 _____

New vendor

Returning vendor

You will be notified if the space you are requesting is available. Your space is only confirmed when your entire payment for the space has been received.

Products Selling - Description of items you will sell at the show:

Brief Biography (for event promotion) and a description of your business: Please attach 3 pictures:

Baskets will be raffled off each day to benefit our selected Nonprofit school. We appreciate your support to this cause. What would you be willing to include an item in the gift basket for NorthStar Academy?

Show Dates & Working Hours:

Wed. Nov. 22	Set Up	10:00 a.m. – 6 p.m.
Friday, Nov. 24	Black Friday	10:00-7:00 p.m.
Sat. Nov. 25	Small Business Sat.	10:00-7:00 p.m.
Sun. Nov. 26	Artists Shopping	10:00-7:00 p.m.
Monday, Nov. 27	Seniors at the Inn a.m./ Cyber Monday	10 a.m. to 8:30 p.m.
Tuesday, Nov. 28	Seniors at the Inn a.m./Giving Tuesday	10 a.m. to 7:00 p.m.

Terms and Conditions I request permission to sell at Christmas At The Inn November 25- November 30, 2022.

I agree to all these conditions of participation.

- _____ **initial** Vendors are to always maintain their booths
- _____ **initial** Vendors are to provide necessary bags for their customer purchases
- _____ **initial** Vendors are responsible to collect their own funds for purchase at their booth
- _____ **initial** Vendors may enter the Manor House through the Staff entrance with an identifying vendor badge.
- _____ **initial** All Vendors are to park at the rear of the cottage behind the dumpster or at 2896 Mountain Road.
- _____ **initial** I agree that the staff and management of The Virginia Cliffe Inn will make the decision regarding the items that are suitable for this sale at this event.
- _____ **initial** I understand that my space will be assigned on a first come, first serve basis.
- _____ **initial** I will not cause physical damage to the property of The Virginia Cliffe Inn.
- _____ **initial** I have read and understand the Vendor Guidelines and agree to the terms and

conditions outlined therein.

_____ **initial** I agree to adhere to the rules and regulations. Further, I shall indemnify, keep and hold harmless The Virginia Cliffe Inn from any and all claims and demands, whether for injuries to person, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by vendor and shall defend at vendor's own expense any action brought against The Virginia Cliffe In or its agents or employees as a result of the Vendor's acts or omissions .

I understand that it is recommend that I carry my own general liability and product liability insurance, as the Inn does not provide this coverage. Participation in the Christmas At The Inn Show by the above-named business without adequate or proper insurance is at the business owners' own risk.

Please send your \$50.00 registration fee to PayPal- jclifton@vacliffeinn.com

or mail your registration fee of \$50.00 to:

**The Virginia Cliffe Inn
2900 Mountain Road
Glen Allen, VA 23060**

MADE PAYABLE TO THE VIRGINIA CLIFFE INN. Payment is non-refundable.

Signature of Applicant

Printed Name

Date