



2900 Mountain Road, Glen Allen, VA, 23060

Please Print, complete the application, and return it by email or mail.

VENDOR

Christmas at The Inn Arts and Craft Show
November 28 – December 2, 2025
3rd Party Vendor Application

Name: _____

Business Name: _____

Email Address: _____

Website: _____

Phone: _____

Facebook business page (if you have one) Anne Marie GERSCH

Instagram handle (if you have one) _____

Preferred space (select one):

Pavilion spaces 10 x10 \$250 _____ (approx. 8 spots available-heated)

Tent spaces 10 x 10 \$150 _____ (approx. 12 spots available- propane 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 for this cause. What would you be willing to include in the gift basket for NorthStar Academy?

Show Dates & Working Hours:

Wed. Nov. 26	Set-Up	10:00 a.m. – 5 p.m.
Friday, Nov. 28	Black Friday	10:00 a.m. – 6 p.m.
Sat. Nov. 29	Small Business Sat.	10:00 a.m. – 6 p.m.
Sun. Nov. 30	Artists Shopping	10:00 a.m. – 6 p.m.
Monday, Dec. 1	Senior day at the Inn a.m./ Cyber Monday	10:00 a.m. – 6 p.m.
Tuesday, Dec. 2	Last Chance at the Inn a.m./ Giving Tuesday	10:00 a.m. – 6 p.m.

Terms and Conditions I request permission to sell at Christmas At The Inn
November 29- December 2, 2025.

I agree with all these conditions of participation.

_____ **Initial** Vendors are to always maintain their booths

_____ **Initial** I agree that I am responsible for all taxes associated with my sales

_____ **Initial** Vendors are to provide necessary bags for their customer purchases

_____ **Initial** Vendors are responsible for collecting their own funds for purchase at their booth

_____ **Initial** All Vendors are to park at the rear of the cottage behind the dumpster or as directed

_____ **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 the person, loss of life, or property damage, on or off the premises, arising out of the use or occupancy of the premises by the vendor and shall defend at vendor's own expense any action brought against The Virginia Cliffe Inn or its agents or employees as a result of the Vendor's acts or omissions.

_____ **Initial** I understand that it is recommended 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 \$55.00 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.

Print, complete the application, and return it by email or mail.

Signature of Applicant

Printed Name

Date