



Charlotte Christmas Village 2019 Vendor Application

Applications are accepted as space allows. Payment terms will be finalized upon acceptance. All booth rentals must be paid in full by September 30th.

Company Name: _____

Applicant Name: _____

Booth Name: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Website _____

Twitter _____ Facebook _____

Application does not ensure acceptance. Vendor applications will be considered based on the timing of your application, the description of products and photographs of items intended to be sold, and prior attendance as a vendor. We do not offer exclusives to any categories, however, we are careful about managing competition and repetition

Please describe, in general, the merchandise, and specifically, the products you intend to sell. Use a separate page for specifics. Please include a website, if possible, that shows your products, OR, 3-5 color photographs, including one of a booth set-up, with this application.

Vendor Accommodations

Vendor will be provided rented vinyl tents to occupy for the duration of the village.

Space is available as a Single 10 ft. x 10 ft. OR Double 10 ft. x 20 ft. Walls are 8 feet tall.

- Tents are approved by the Charlotte Mecklenburg Fire Department and will be weighted per requirements.
- Each 10x10 tent will share one 20 amp circuit with another tent. Additional power may be purchased.
- Each vendor will be provided with a standardized sign, 3 clamp lights with LED bulbs. Additional lighting is encouraged.
- Every tent will have garland and lights across the front of the tent. We request that you add additional Christmas Décor.

Vendors are encouraged to furnish and decorate your tent to the best possible to enhance the appeal of the village. Expectations are higher than for a weekend event. Based on experience, sales success results from a combination of the product offered, the pricing of the product and the presentation of the product. Actively selling is necessary.

My signature below is a confirmation that I have read this application, all CCV Exhibitor and Vendor Rules, and the CCV Vendor Release and will abide by them.

Signature of Exhibitor _____ Date _____



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Each application must be accompanied by a deposit; \$400 deposit for a single; \$800 for a double. Make checks payable to: Martin Madison, LLC

You may email forms to info@cltchristmasvillage.com and send payment by mail to the address below. If you prefer to pay the deposit by credit card, we will send an electronic invoice.

Following acceptance. Invoices will be sent based on selections below.

- Single: \$3,000
- Double: \$5,400
- Wi-Fi access via Verizon Hotspot: \$200

*Additional Power:

- 20 amp circuit: \$200
- 30 amp Single Phase: \$300
- 3-Phase power access charge and connection fee: \$500 plus \$10 per amp requested

*All electrical equipment used and connections required must be detailed in writing. Photos of special plugs will help us try to ensure connections. Other electrical requirements will be assessed and shared prior to acceptance. Information must be received by 9/15/18.

Payment:

Rental fees are due upon acceptance. Monthly Payment plans can be established. If upon acceptance a vendor is forced to cancel his/her participation, 100% of fees minus the \$400 deposit will be returned upon written receipt of cancellation before September 1. **For cancellations after September 1st, no refunds will be given.**

After vendor receives approval from CCV, payment must be received no more than 14 days after confirmation or a \$250 fee will apply. Payment may be made by credit card or check and sent to the address on the application. Please note the following about payment:

- Make checks payable to MARTIN MADISON LLC
- Checks must include driver's license (or ID) number and state of issuance, date of birth and a valid telephone number. Checks written from a company need to include the tax ID number and a valid telephone number.
- *Vendors with returned checks will not be allowed to participate in the village.*

Our mailing address is: Charlotte Christmas Village
8022 Providence Road, 500-125
Charlotte, NC 28277

Phone 704-644-3700