



**APPLICATION DEADLINE:**  
**NOVEMBER 15, 2019**

# CHRISTMAS MARKET

## VENDOR FORM

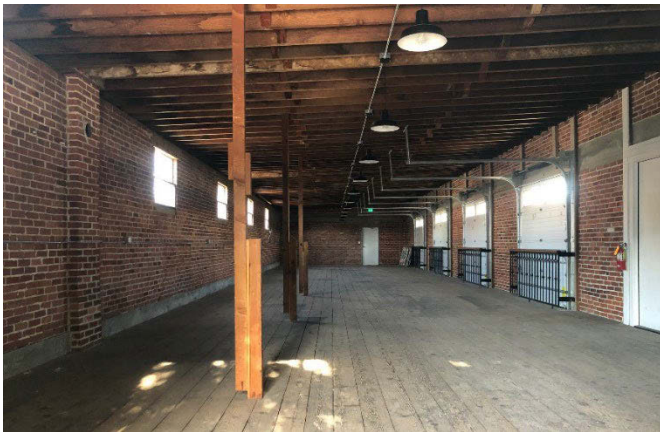
**SAT., NOVEMBER 30, 2019 | 12-5 P.M.**  
**LLOYD SQUARE**  
 14<sup>th</sup> AVE S & FRONT STREET, NAMPA

The City of Nampa is expanding its Christmas Tree Lighting festivities to include a "Christmas Market" in Lloyd Square on Sat., November 30, 2019 in Downtown Nampa. This is the same date as "Shop Small Saturday," a popular downtown event. Limited space is available, and registration will close once spaces are filled/approved by selection committee. If the selection committee has concerns regarding your application, you will be contacted; otherwise, please expect confirmation by or before Nov. 15. Thank you for completing the below application and emailing to [bowmana@cityofnampa.us](mailto:bowmana@cityofnampa.us) as soon as possible. Questions? Call/text Amy at (208) 697-1414.

### CONTACT INFO

Company			Contact		
Phone		Email			
Mailing address					
City		State		Zip	
Website					
Facebook		Instagram		Other	

### VENDOR INFORMATION *(not food)*



*The Christmas Market will be inside the "long building" at Lloyd Square - it is beautiful inside (authentic wood floors and constructed out of brick) – and a perfect setting for a Christmas Market. We encourage family-friendly items available for sale ahead of the holidays.*

**BOOTH INFO:** *The booth sizes will be approximately 8' wide and 6' deep (pending fire marshal approval) and approximately 24 booths will comfortably fit inside the building with 10' tall ceilings. There is power but will be somewhat limited. In an effort to keep costs low (\$25 for our first year), please provide your own tables. If power is required, a single extension cord will be ran to booth. Please bring*

*your own extension cords (12 gauge minimum). Space heaters not allowed. White twinkle lights will be strung inside but vendors are invited to decorate booths with additional lighting.*

Product/Merchandise  
 you plan on selling:

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Do you need power?

Yes No

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Additional comments?

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# FOOD VENDOR DETAILS

Food trucks are invited to attend and understand they will be located outside in Lloyd Square. Due to carriage rides and potentially busy streets, food trucks agree to participate from 12-5 p.m. Food trucks are encouraged to arrive as early as 10:30 a.m. to set up.

Type of food/drinks available \_\_\_\_\_

Truck Dimensions, (if applicable) \_\_\_\_\_

Do you need power?      Yes      No      *(Note: major food vendors will be placed outside in Lloyd Square for easy access/exposure. Power is available but somewhat limited.)*

Additional comments: \_\_\_\_\_

The image shows a map of downtown streets including Front St., 1st St. S., 4th St. S., and Lloyd Square. Callout boxes indicate the following events and times:

- TREE LIGHTING** 5:15 PM - 6 PM
- "SELFIE WITH SANTA" & ENTERTAINMENT STAGE** (3-5 PM)
- CHRISTMAS MARKET** (LONG BUILDING) 12-5 PM
- FREE CARRIAGE RIDES** (3-5 PM)

A legend on the left side of the map identifies zones: 2 Hour Zone (green), 4 Hour Zone (grey), and Unregulated (blue). A large purple banner at the bottom of the map reads:

**VENDORS WANTED!**      **CHRISTMAS MARKET**  
*LIMITED SPOTS!*  
LLOYD SQUARE  
12-5 PM  
NOVEMBER 30  
"SHOP SMALL SATURDAY"

**PARKING:**  
FREE IN DOWNTOWN PARKING GARAGE ALL DAY AS PART OF SHOP SMALL SATURDAY  
STREET PARKING AVAILABLE

CONTACT | AMY BOWMAN | BOWMANA@CITYOFNAMPA.US | 208.565.5256 DESK / 208.697.1414 CELL

# "CHRISTMAS MARKET" VENDOR FORM

SAT., NOVEMBER 30, 2019 | 12-5 P.M. | LLOYD SQUARE

## TERMS AND CONDITIONS

- To carry out the purposes of this Christmas Market, the City of Nampa reserves the right to inspect displays and to remove any merchandise that was not listed in the Product/Merchandise description section on Page 1 of this Vendor Form.
- Exhibitor agrees to provide the City of Nampa with all paperwork and/or information required for compliance with the Idaho Tax Commissions rules and reporting requirements for promotor sponsored events, including but not limited to a physical or electronic Form ST-124. For more *information visit [https://tax.idaho.gov/pubs/EBRoo643\\_10-24-2014.pdf](https://tax.idaho.gov/pubs/EBRoo643_10-24-2014.pdf)*.
- There will be no smoking inside the vendor building or within 20 feet of food trucks.
- Booth must be manned during all show hours. The City of Nampa is not responsible for items or equipment that are damaged, lost, or stolen before, during, or after the event, and the City of Nampa makes no representation or guaranty as to the security of any part or portion of Lloyd Square.
- Booths must be maintained in a safe and orderly manner to ensure the safety of the Christmas Market attendees, and a failure by Exhibitor to do so will result in the removal of the Exhibitor from the event. Exhibitor acknowledges that personal injury or damage caused by the maintenance of an unsafe booth area will be the responsibility of Exhibitor.
- Exhibitors must be completely checked in by 11 a.m., Saturday, November 30. Check-in time will be between 7 a.m. and 11 a.m.
- Exhibitors must provide their own carts, etc. to transport products for setup, restocking and teardown. This includes providing your own labor. The City of Nampa will not provide labor for exhibitors.
- Failure to set up booth by 11:30 a.m. on Sat., November 30 may result in loss of space, unless prior agreement has been made with the City of Nampa.
- Exhibitor agrees not to vacate or begin dismantling their booth or booth space until 5:00 p.m. on Nov. 30, 2019. All exhibits must be completely dismantled, and the area must be clearly vacated by 6 p.m., Sat., Nov. 30, 2019, unless otherwise approved by event manager. Exhibitor shall clean all debris from booth area prior to departure.
- Exhibitor acknowledge that although the show takes place inside, the building is not heated, and should dress appropriately.
- Exhibitor agrees to provide and maintain his/her own insurance coverage.
- Exhibitor will provide all of their own supplies.
- Failure to follow these terms and conditions may result in removal of the Exhibitor from the Christmas Market or the loss of opportunity to act as a vendor or exhibitor for future City of Nampa events. Exhibitor acknowledges that the City of Nampa shall not be responsible for any loss or damage resulting from a loss of business caused by Exhibitor's removal from the Christmas Market for Exhibitor's failure to abide by these Terms and Conditions.

The undersigned does hereby agree to all terms and conditions stated in this application and does hereby release and hold harmless The City of Nampa from all actions, suits, damages or claims whatsoever from any loss or damage to any persons or property of the undersigned while in the possession or supervision of the "Christmas Market", its agents, representatives, employees or volunteers. Furthermore, the City of Nampa shall not be liable to the Exhibitor for lost profits or any special, indirect, incidental, or consequential damages however caused under a claim of any type or nature based on any theory of liability.

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Signature

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Date

## PAYMENT INFORMATION

If application is approved, vendor understands the cost to participate is \$25 and agrees to submit payment to complete application and reserve booth space. If application is approved but payment is not received by November 15, applicant understands booth space *may be released* to accommodate vendors on a waiting list.

Please contact Amy Bowman with questions at (208) 565-5256 or email [bowmana@cityofnampa.us](mailto:bowmana@cityofnampa.us).

ELECTRONIC PAYMENTS – link will be sent, if approved

MAKE CHECKS PAYABLE TO **CITY OF NAMPA**

MAILING ADDRESS

NAMPA CITY HALL  
ATTN: AMY BOWMAN / CHRISTMAS MARKET  
411 3<sup>RD</sup> STREET SOUTH  
NAMPA, ID 83651

*(Please ensure check is received by Nov. 15. If "in mail," please contact Amy Bowman via email to notify of anticipated delivery.)*