**Vendors, these instructions are meant for you to keep.**

**Please do not send them back.**

1. Applications are being accepted online at [www.skyvalleychamber.com/ho-ho-holiday](http://www.skyvalleychamber.com/ho-ho-holiday) ; Please send a paper application and payment to Sky Valley Chamber of Commerce, Attn Ho Ho Holiday, P.O. Box 46, Sultan, WA 98294. Make checks payable to the Sky Valley Chamber of Commerce.

2. Acceptance or Denial letter will be issued on Nov 20. Event will be open until full.

3. If applicable, recovery charges of $35 will be collected for each returned check.

4. All cancellations before Nov 20 are subject to a $10.00 administrative fee before a refund will be issued; any cancellations received after that date forfeit any monies due.

5. All booth requests will be honored to the best of our ability on a first-come, first-served basis. The organizers will assign the Final Booth locations. Please check in with the event manager to receive your location. Tour locations will be assigned on a first-come, first-served basis; the committee reserves the right to assign the vendor to another location.

7. Crafters Setup: 8:00 am – 10:00 am on Saturday. Event Time: Saturday 10:00 am -4:00 pm Sunday 10:00 am-2:00 pm

8. Vendors **must** commit to staying until the event closes each day. Vendors who pack up early will not be invited to participate in future Holiday Markets. Vendors are also responsible for cleaning up their area and parking in the designated Vendor Parking areas.

9. All vendors, please include with your application a photo of your booth (unless you are a returning vendor with the same setup) and a menu or list of proposed items to be sold in your booth. Be specific and include everything you plan to sell. Anything not on your inventory list may be subject to removal.

10. Vendors are provided space only. Standard booths are 8’ x 8’. Vendors must provide their chairs, tables, and displays; We prefer one booth space per vendor to increase the variety of merchandise. If you absolutely need a bigger space please talk to the organizers

11. Power is first come, first served, and limited and may not be available at all locations.

12. All food vendors are responsible for their own health permits from the Snohomish County Health Department (located in Everett, WA). This includes food handler’s permits as well as event/show permits. The Health Department will be inspecting the event, so please be prepared.

13. Due to infectious diseases and the potential for an outbreak, every food vendor application must accompany a certificate of insurance with the Sky Valley Chamber of Commerce named as an additional loss payee. You MUST have this on file to participate in the event.

14. Absolutely no alcoholic beverages or loud music will be allowed in or near your booth.

15. Booths and contents remain your responsibility. We do not recommend leaving any valuable items in your booth overnight since security is provided but limited. When in doubt, take it out.

16. Vendors must be courteous and professional not only to event officials but also to event goers and other vendors. Absolutely no aggressive behavior, profanity, or words/actions that may cause animosity toward others, or you will be asked to leave without a refund.

17. All vendors must agree to comply with the rules, regulations, policies, and conditions set forth by the Holiday Market Committee, Sky Valley Chamber of Commerce, City of Sultan, Sultan Police Department, and Snohomish County Fire District #5.

18. Anyone ejected from the event for any reason will not be given a refund.

19. In consideration of the acceptance of this application, vendor agrees to save and hold harmless Ho-Ho-Holiday Market Committee, Sky Valley Chamber of Commerce, Event Host locations, City of Sultan, Sultan Police Department, and Snohomish County Fire District #5 (including all officers, employees, and agents for the agencies mentioned above), from any injury, or loss/damage, including theft to any persons or property caused by operation of applicant’s unit in connection with the Ho-Ho- Holiday activities and further agrees to defend said agencies and City from any claims for such damage.

20. Please sign the bottom of the vendor application acknowledging that you have read these rules and regulations and agree to abide by them. Rules are subject to change without notice.

If you have any questions, please call the event coordinators