



# Kerstmart 2023

## Vendor Application

Hosted by Visit Pella  
November 30<sup>th</sup> – December 2<sup>nd</sup>

The 3<sup>rd</sup> annual Dutch Christmas Market will be held at the Molengracht in Pella, Iowa.

Visit Pella is a 501©6 whose mission with our Kerstmart event, is to immerse visitors in a world of Dutch culture, craftsmanship and experiencing a traditional, seasonal, European Christmas market. With our vision in mind we hold a high standard for the products our vendors offer.

We accept applications from select vendors selling unique, artisan items. Please read the information below carefully, fill out all requested information, and submit it before the due date of **April 15th, 2023**. Space is limited.

### 2023 Kerstmart dates and times

Thursday November 30<sup>th</sup> - 11:00am-8:00pm

Friday December 1<sup>st</sup> - 10:00 am -8:00 pm

Saturday December 2<sup>nd</sup> - 10:00 am- 6:00 pm

**How will vendors be selected?** All interested vendors shall complete this application. We will need a minimum of 5 photographs, including production (3 photos) and the finished product (2 photos) will also need to be included with the application. Additional photos or information might be requested by the jury committee of your product. (Photos will be returned to you, if hard copies are mailed in, after jury process). If you have attended other vendor fairs, please include an additional photo of your space and how your booth is set up. Vendors will be juried by a sub-committee of Kerstmart on the uniqueness of what they will offer. **Upon acceptance, vendors will be required to provide a 50% non-refundable deposit. The application will be confirmed once the deposit is received.**

If you are accepted as a vendor, you will be issued an electronic invoice for your 50% deposit. Your guarantee of vendor acceptance is not confirmed until receipt of your deposit. The outstanding balance of booth cost will be invoiced and due October 1<sup>st</sup>. **Once your application is accepted, you will receive a packet with further Kerstmart information, rules, and regulations for the market.**

## Vendor Hut Information

- Well-lit 10' wide by 8' deep booth or 8' x 5'
- Double Dutch front entry doors with larger booths having an additional side entry door.
- Electricity is supplied to the hut. Extension cords within the hut will not be supplied, you are welcome to bring them on your own.
- An Infrared heater will be provided. **No other generators or heaters will be allowed.**

## What is my fee to participate as a Kerstmarkt Vendor?

| Type of Vendor           | Fee          |
|--------------------------|--------------|
| Kerstmarkt 10'x8' booth  | <b>\$350</b> |
| Kerstmarkt 8' x 5' booth | <b>\$250</b> |

## Assignments

Vendor space is not confirmed until full payment has been received. Booth assignments are to be provided to vendors by November 15, 2023. Booth location is subject to change. Vendor placement will be assigned to best benefit guests attending the market along with the vendor's success for sales and the overall success of Kerstmarkt.

## Cancellation of the Event

Pella Kerstmarkt has the sole right and discretion to cancel or postpone the event. If the event's cancellation is inevitable, the vendor releases and forever discharges Pella Kerstmarkt and those involved, officials, volunteers, organizations, city, from any liability, loss, harm, and claims for damages, plus all claims whatsoever, which arise from such postponement or cancellation.

**Non-profit organizations are limited to 10% of our market.**



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Name of Vendor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I am willing and able to furnish proof of insurance before Kerstmart acceptance. Applicants do not need to show proof of policy upon applying but will be required to provide a certificate of insurance before final acceptance. The vendor agrees to purchase and provide a Certificate of General Commercial Liability Insurance with \$1,000,000 limits and name Kerstmart Pella Dutch Market as Additional Insured and Certificate holder. The certificate MUST be on file before you can vend at the show. \_\_\_ (initial)

Request booth Size \_\_\_\_\_

Merchandise to be sold (Include photos too):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social Media page; Facebook and Instagram \_\_\_\_\_

Business website \_\_\_\_\_

**By applying and submitting your application (payment will be requested when/if the application is accepted) you agree to all terms and conditions. Please read them all very carefully.**

- I have read the whole application and understand there will be Kerstmarkt rules and regulations given to me if I am accepted as a vendor \_\_\_\_ (initial)
- In consideration for being allowed to sell at the Kerstmarkt Pella Dutch Market, I expressly agree to the Waiver, Hold Harmless, Indemnification, and Release provisions posted on the Market Website \_\_\_\_ (initial)
- I grant Kerstmarkt Pella Dutch Market and Visit Pella to use any photos, videotape, etc., taken of me or my products in all publicity and advertising promoting the market. \_\_\_\_ (initial)

Neither Kerstmarkt Pella Dutch Market nor Visit Pella shall be held liable for any damages, loss, theft, or injury resulting from the participation of the applicant and their agent. The applicant is solely responsible for their property and person and their agent before, during, and after the event.

We expect all vendors to adhere to all guidelines, be professional and treat all vendors and visitors in a kind and courteous manner. We reserve the right to remove any vendor or person (s) from the premises for any reason, at any time.

By signing this application, I acknowledge that the agreement has been read and understood, and I will abide by the terms presented in the final vendor rules and regulations distributed upon acceptance into Kerstmarkt.

Signature of Vendor: \_\_\_\_\_ Date \_\_\_\_\_

**Applications can be mailed, along with supporting documents to:**

**Visit Pella  
915 Broadway St.  
Pella, IA 50219**

**Or emailed to:**

**Ann Frost, Executive Director Visit Pella [ann@visitpella.com](mailto:ann@visitpella.com)**

**For any questions, please contact [pellachristmasmarket@gmail.com](mailto:pellachristmasmarket@gmail.com) or call  
Trisha Klok, Kerstmarkt Vendor Chair, at 417-793-6801**