



2023 Christmas Market Application

November 18–December 17, 2023 (Saturday & Sunday)
Plus Friday, November 24, 2023

Name	
Street Address	
City/State/Zip	
Phone	
Email address	
Business Name	
Website	

Detailed description of items to be offered for sale:

Electricity needed (limited availability, fee to be determined)

AVAILABLE SPACES - Circle the space below you wish to reserve:

10' x 12' shed
Fee \$ 900
(all 5 weekends)

10' x 20' shed
Fee \$ 1,100
(all 5 weekends)

10' x 12' shed by the Week (limited availability)
Week 1 Fee \$150
Week 2 Fee \$150
Week 3 Fee \$200
Week 4 Fee \$200
Week 5 Fee \$275

This is a juried show. Return your completed application (page 1) and required photos by **June 1, 2023** to: Email: VOACountryChristmas@gmail.com or **Ashley Country Christmas, P.O. Box 245, Ashley, MI 48806**

I, the vendor, verify that I am directly involved with each piece of work to be offered for sale and the work meets the rules for participation as set forth in this application. I have read and understand the requirements of participation in the Village of Ashley Country Christmas 2023. By applying, I agree to indemnify, defend and hold harmless The Village of Ashley Country Christmas/Village of Ashley from and against all demands, claims, suits, liability and cost including legal fees resulting from any injuries, property damage, theft, or loss by myself or anyone with me at this event. I agree to abide by the rules and policies, and I understand that failure to follow these regulations may result in expulsion from this year's event and/or from future events.

Signature _____ Date _____

(Office use only)	Date application received: _____	Accepted _____	Denied _____
50% deposit, \$50 damage deposit, \$50 key deposit, \$10 license fee	Date received _____	Total _____	

The Village of Ashley Country Christmas Market will consist of enclosed sheds. Items must be handmade/homemade, and the interest is in having quality offerings of unique, artisan items. Only items accepted by the Ashley Country Christmas Committee are permitted to be offered for sale. Any items outside the scope of what has been accepted will be required to be removed from the Country Christmas Market.

DEADLINES

All applications must be received by June 1, 2023. *This is a juried show.* Submitting an application does not guarantee acceptance. The Ashley Country Christmas Committee will review all applications submitted and vendors who are accepted will be notified by email by June 15, 2023. Should there be more qualified applicants than space available; a wait list will be established. Submit 2 photos of your merchandise, and one or more of you making these items for consideration with your application to:

Email: VOACountryChristmas@gmail.com or mail to: Ashley Country Christmas, P.O. Box 245, Ashley, MI 48806

SPACE FEE and TERMS

The space fee is for all 11 days of the Country Christmas *with Friday, November 24 being a free, no fee day in the spirit of the holidays.* Supply your own tables, chairs, additional display units, and props. The Market spaces available are:

- 10' x 12' shed at \$900
- 10' x 20' shed at \$1,100
- 10' x 12' shed by the week: Weeks 1&2 \$150 each * Weeks 3 & 4 \$200 each * Week 5 \$275
- Each vendor is required to pay a damage deposit of \$50 and a key deposit of \$50, refundable upon the Country Christmas Committee determining that there is no damage to the assigned building space at any time during the event and key is returned. *Nails, staples, screws, etc. are not allowed.*
- Sheds are enclosed, have lights, and will be placed along the main street.
- Terms: 50% of the total space fee, \$50 damage deposit and \$50 key deposit are due to reserve the space when the vendor is notified of acceptance (no later than July 15), and the remaining 50% of the space fee and electricity fee must be paid by October 2, 2023. Payment is by check, money order, or cashier's check to "Ashley Country Christmas." Ashley (the village) is unable to process credit card payments.
- The Village also requires a Vendor, Peddler, Solicitor license fee of \$10. That form will be emailed to you upon acceptance and fee due with initial payment, no later than July 15.
- Electricity will be available on a limited basis and fee will be determined after all vendors have been accepted and placement completed. The fee will be due along with the final space fee on October 2, 2023.

HOURS

- A minimum of 1 hour before each train*, and 1 hour after the morning train for our drive in guests. Train passengers are here for approximately 2 hours. Vendors are encouraged to be open earlier than 1 hour before each train during the 4th and 5th weekends to accommodate an increased number of drive-in guests.
- Vendors are encouraged to be open all day, as the number of guests driving in throughout the day has increased. Vendors (or their designated representative) must be present each day of the event.
- There are two (2) trains each Saturday and Sunday, and one (1) on Friday, November 24. Train arrival time is usually 11:00 am and 6:00 pm. Vendors will be notified when the ACC has the official schedule from the Steam Railroad Institute.

VENDOR INFORMATION and BUILDING USE

Vendors (or their designated representative) must be present each day of the event. All vendors will conduct themselves in a manner consistent with a family event.

- All vendors are required to participate for all 11 days as designated renter with the exception to weekly renters, and remain set up until after the final train on December 17.
- All commercial, poor quality or distasteful items are prohibited. Violations may result in vendor removal from this event without refund and without advance notice.
- Vendors are responsible for maintaining their space in a clean and neat condition, and disposing of trash. This includes cleaning the vendor space after tear down.
- Vendors will be provided a rental mat from Sohn Linen Service at no additional cost and are responsible for returning the mat to the Santa pavilion after the last train every Sunday night for cleaning and picked up on Saturday morning.
- No electric heaters/microwaves or other electric appliances are allowed. Propane heaters are allowed in sheds.
- No smoking or vaping of any kind in the buildings.
- No tape, nails, screws, staples, or stickers are allowed on walls, windows, or floors. Any extra lights (ex: strings of Christmas lights) must be LED only.
- *3M Command type adhesive strips and hooks can be used. No nails, staples, screws, etc.*
- Buildings will be locked. Vendors can leave their booth set up throughout the event. However, you may wish to cover items or store items of high value.
- Restrooms are located in the Community Center, the Elba Sweet Shop, the Sterling Street pavilion and port-a-jons.
- A variety of food and drinks is available to purchase in the Village of Ashley.
- First Aid is available at the Fire and Rescue building (Hobo Kitchen) as shown on the Country Christmas brochure map. Call 911 for a medical emergency.
- Lost and Found is in the Information Center (Village Office) at 114 S. Sterling St.

SET UP and TEAR DOWN

Vendors may set up Friday, November 17 between the hours of 9:00am and 5:00pm, or Saturday, November 18 between the hours of 8:00am and 10:00am. Tear down will take place after the last train on December 17 through 5:00pm on Monday, December 18.

During set up, restocking, and tear down you may park on Sterling St. (Main St.). No parking is allowed downtown during the event. Vehicles must be off downtown streets by 10:00 a.m. There is parking at the Ashley School parking lots two blocks east, and limited street parking as indicated on the Ashley Country Christmas brochure map.

Merchandise shall not be displayed outside of vendor's own space and no flyers distributed outside of your building.

Garbage dumpsters are located behind the Community Center Building. Please dispose of all trash properly. Recycling cardboard is preferred; any boxes put in dumpsters for disposal need to be broken down.

Keys may be returned to the Ashley Village Office no later than December 18, 2023 by 5:00pm, either in person or placed in the outside drop box. The \$50 key deposit will be returned to the Vendor or forfeit deposit if key is missing.



Christmas Market RULES *(Continued)*

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ADDITIONAL EVENT INFORMATION

This event is the destination of the extremely popular North Pole Express train featuring the 1225 Pere Marquette locomotive (unless mechanical difficulties necessitate a substitution) arriving twice a day for 11 days, every Saturday and Sunday from November 18 through December 17, 2023, plus once on Friday, November 24.

This is the 11th year Ashley has hosted the North Pole Express, and there are attendees from throughout Michigan, every state, and around the world. Train passengers include groups of families, friends, co-workers, and cars with adult only seating. Nearly 4,000 visitors arrive by train and drive-in each weekend to the Country Christmas, with an expected total attendance of over 20,000 people. Drive-in attendance has increased each year. The train trips are a sold-out event each year. Many families have made the Village of Ashley Country Christmas an annual tradition.

For more information and to view many photos of past years of the event, the Village of Ashley Country Christmas and the Steam Railroading Institute (operator of the North Pole Express trains) can be found on Facebook.

Mid November through December is premium holiday shopping time, and visitors have requested more shopping opportunities of an artisan ware quality. The Country Christmas is striving to provide shoppers with unique merchandise from each vendor, and more opportunities to buy gifts for adults.

The downtown is closed to vehicle traffic while visitors enjoy shopping, entertainment, visiting Santa, seeing the Pere Marquette 1225 steam locomotive up close, and much more.

The event is 1940s – 1950s time-period inspired, and vendors are welcome to dress in time-period clothing if they wish, as do many of the volunteers in the Village and guests.

Questions? Contact Don Smith, text/call 517-706-8359, or email VOACountryChristmas@gmail.com