



# 2025 Ashley Country Christmas Vendor Application

A five (5) week event held during the Christmas season in November and December. Dates to be determined.

|                  |  |
|------------------|--|
| Name             |  |
| Business Name    |  |
| Street Address   |  |
| City, State, Zip |  |
| Phone Number     |  |
| Email Address    |  |
| Website          |  |

Detailed description of items to be offered for sale and included in any promotional materials or on social media. **Must be completed for application to be accepted:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Food Vendors, check if you offer products that are:     **Gluten Free**     **Dairy Free**     **Nut Free**

**AVAILABLE SPACES** – Check the space below you wish to reserve:

- Barn                      10' x 20'                      Fee \$ 1,600.00                      If sharing a barn, list 2<sup>nd</sup> vendor: \_\_\_\_\_
- Barn                      10' x 12'                      Fee \$ 1,300.00                      \_\_\_\_\_
- The Corner Shoppe    9' x 12'                      Fee \$ 1,000.00                      (4 spaces available)
- Oak Street Market        10' x 6'                      Fee \$ 600.00                      (4 spaces available)

Please return page 1 of your completed application and, if a new vendor, photos to be used on social media by **June 1, 2025** to: Email: [VOACountryChristmas@gmail.com](mailto: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 2025 Village of Ashley Country Christmas. 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 \_\_\_\_\_

|                          |                                  |                |              |
|--------------------------|----------------------------------|----------------|--------------|
| <b>(Office use only)</b> | Date application received: _____ | Accepted _____ | Denied _____ |
|--------------------------|----------------------------------|----------------|--------------|

The Village of Ashley Country Christmas Market will consist of enclosed barns and various indoor spaces. 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.

### **APPLICATION DEADLINES**

**All applications must be received by June 1, 2025. This is a juried show.** Submitting an application does not guarantee acceptance. The Ashley Country Christmas Committee will notify applicants of receipt of applications and review all applications submitted. Vendors who are accepted will be notified by email by June 15, 2025. Should there be more qualified applicants than space available, a waiting list will be established. Submit 2 photos of your merchandise (if you are a new vendor), and one or more of you making these items for consideration with your application to:

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

### **SPACE FEES and TERMS**

- 10' x 20' barn at \$1,600.00
- 10' x 12' barn at \$1,300.00
- 9' x 12' space at The Corner Shoppe at \$1,000.00 per space
- 10' x 6' space at the Oak Street Market at \$ 600.00 per space
- Each vendor is required to pay a damage/cleaning deposit of \$50 and barn vendors also pay a key deposit of \$50, both are refundable upon the Country Christmas Committee determining that the space is clean and there is no damage to the assigned space at any time during the event and key(s) are returned.
- *Nails, staples, screws, etc. are not allowed.*
- You will need to supply your own tables, chairs, propane heaters, display units, and decorations.
- Barns are enclosed and may be locked; overhead lights and up to two mats may be supplied.
- Terms: 50% of the total space fee, \$50 damage/cleaning deposit and \$50 key deposit are due to reserve the space after the vendor is notified of acceptance (due no later than July 15), the remaining 50% of the space fee must be paid by September 1, 2025. Payment is by cash, check, money order, or cashier's check to "Ashley Country Christmas." 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. Form and fee due with initial payment, no later than July 15.

### **HOURS**

- Open a minimum of 1 hour before each train, and 1 hour after the morning train to accommodate our drive-in visitors. Train passengers are here for approximately 2 hours.
- Vendors are encouraged to be open earlier than 1 hour before each train during the 4<sup>th</sup> and 5<sup>th</sup> weekends to accommodate an increased number of drive-in visitors.
- Vendors are encouraged to be open all day, as the number of visitors driving in throughout the day has increased. If barn door is closed, but Vendor is still open; please place an OPEN sign on the outside of the barn door.
- There are 2 trains each Saturday and Sunday with the possibility of Friday evening trains. Train arrival times are around 11:00 am and 6:00 pm.

## **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.

- Vendors/designated renters are required to participate during the entire event and remain set up until after the final train.
- 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 (sweeping and mopping floors, if necessary).
- 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/Village Office after the last train on Sunday for cleaning and picked up before the next train.
- No electric heaters/microwaves or other electric appliances are allowed. Propane heaters are allowed in barns.
- No smoking or vaping of any kind in the buildings.
- No nails, screws or staples allowed on walls, windows, or floors.
- 3M Command type adhesive strips and hooks can be used.
- Any extra lights (example: strings of Christmas lights) must be LED lights only.
- Buildings should be locked when not in attendance. Vendors can leave their space set up throughout the event. However, you may wish to cover items or store items of high value elsewhere.
- Restrooms are located in the Community Center, the Elba Sweet Shop, the Santa Pavilion and port-a-jons.
- A variety of food and drinks are available to purchase during the event.
- 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 located in the Information Center (Village Office) at 114 S. Sterling Street.

## **SET UP and TEAR DOWN**

Vendors may set up on Friday prior to the first train between the hours of 9:00am and 5:00pm, or Saturday morning by 10:00am. Tear down may begin one hour after the last train.

During set up, restocking, and tear down you may park on Sterling St. (Main St.). No parking is allowed downtown during the event and vehicles must be off downtown streets by 10:00am. Parking is available at the Ashley Public Schools 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. However, decorations or sandwich boards may be displayed near ramp to aid in preventing visitors from tripping.

Garbage dumpsters are located behind the Community Center Building. Please dispose of all trash properly. It is preferred that you take cardboard boxes with you to recycle, but if put in dumpsters for disposal, boxes need to be broken down.

Keys must be returned to Lynn or Paula after the last train or at the Ashley Village Office no later than the next day by being enclosed in an envelope with your name on it and placed in the outside drop box. The \$50 key deposit will be returned to the Vendor after the event. Deposit will be forfeited, if keys are missing.

### 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 every Saturday and Sunday for five weekends (the trains usually start the weekend before Thanksgiving), plus several Friday evening trains. Dates will be determined as the event draws closer and are approximate and subject to change.

This is the 13<sup>th</sup> year Ashley has hosted the North Pole Express, and there will be 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. Over 18,000 visitors arrive by train, plus drive-in visitors to the Country Christmas, with an expected total attendance of nearly 20,000 people. Drive-in attendance continues to increase and 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 train) can be found on Facebook or by visiting our website [www.voacc.net](http://www.voacc.net).

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 visitors.

Questions? Contact: Lynn Schulz            989-577-9047            [pennylynn2@yahoo.com](mailto:pennylynn2@yahoo.com)  
                                 Paula Pettigrew            517-712-1502            [pettigrew.paulaj@gmail.com](mailto:pettigrew.paulaj@gmail.com)  
[VOACountryChristmas@gmail.com](mailto:VOACountryChristmas@gmail.com)