



Vendors Apply Now
Christmas at the Historic Courthouse

September 6	Application Materials Due By
Week of September 12	Jury Selection and Notifications
Booth Set-Up	November 18, 9:00 a.m-4:00 p.m. and November 19, 8:00-9:00 a.m. / Ready by 9:30 a.m.
Saturday, November 19	10 a.m. – 4 p.m. Holiday Bazaar
Sunday, November 20	11 a.m. – 3 p.m. Holiday Bazaar

Washington County invites vendors to apply for the 30th Annual Christmas at the Historic Courthouse event, November 19-20, 2022! This event is a fundraiser for the Historic Courthouse Restoration Fund and kicks-off holiday festivities in downtown Stillwater.

This event is a major fundraiser for the Historic Courthouse Restoration Fund. The Holiday Bazaar hosts a holiday display, door prizes, and the 1900’s county jail will be open for attendees to tour. Parks staff is working in accordance with MDH guidelines to plan the event and changes to the event may occur if guidelines evolve.

Our amenities to vendors and guests include: Wi-Fi and ADA accessibility. Our vendor booth spaces fill quickly, so we encourage interested vendors to apply early. Due to the unique character and architecture of the building, booth spaces are not all rectangular and may contain angles or unusual features requiring vendors to be flexible with their design and set-up. Table rentals are available at \$15.00 per 6’ or 8’ table, with limited large 9’-11’ tables available at no charge. The 9’-11’ antique tables cannot be moved from their current locations; however they can be used by vendors.

Washington County Parks staff will determine booth locations based on the needs of the event. Brief tours of the space can be arranged by calling 651-275-7075.

This is a competitive and juried event. We especially seek out a variety of unique, handcrafted, and local items. To be eligible please submit the vendor application and photos of your product and booth setup for review by the deadline date listed above. A sample of your product is not required; however, it is encouraged for new vendors in order to assist our jury in making their final decisions. Samples will not be returned. Please note that incomplete applications will not be considered by the jury.

Vendors will be notified by email of their status in the event. Once a vendor has been accepted, a special use permit will be issued. Vendors selling consumable goods (i.e. spices, syrups, baked goods, beverages, etc.) are required to provide insurance information. Washington County does not provide insurance coverage.

Please note that once a vendor has been accepted, payment by cash, check or credit card must be received within 7 days after notification to ensure your space. No payments will be accepted prior to September 12

Vendors are responsible for everything related to their booths including set up/tear down, staffing, cleaning, etc.

All vendors are encouraged to dress in holiday style. We are happy to assist you with simple ideas.

Vendors should be in their booth and ready to sell 15 minutes prior to the event start on each day.

Vendor Fees/Booth Sizes: (please circle one)

Regular (6'x8') \$125.00 Large (6'x12) \$175.00 X-Large (10'x10') \$175.00

10'x10' vendor booths are limited in number. Please indicate your second choice if a 10'x10' space is not available.

Table rental (\$15.00): (please circle one)

Sizes available: 6' 8' 9'-11'

9-11' tables are free with limited availability. Not available for 6'x8' vendor booth spaces or in the Sheriff's Residence.

***Operation Changes due to COVID-19**

Changes to event operations may occur due to COVID-19, CDC recommendations and state guidelines. Vendors may need to anticipate possible changes to the event with the potential of short notice. Changes may include the number of vendor booths available, booth locations, etc.

- Be as self-contained and self-sufficient as possible. Bring your own sanitizer, surface disinfectants, paper towels, sneeze guards, etc.
- Please limit the number of staff working at your booth. Plan for short break times or create shifts as needed. Parks staff are unable to watch over booths.
- If the event is cancelled due to COVID-19, vendor fees will be refunded in full.

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Washington County Historic Courthouse | 101 Pine Street West | Stillwater, MN 55082-0006
P: 651-275-7075 | historiccourthouse@co.washington.mn.us
www.co.washington.mn.us/hc

Washington County is an equal opportunity organization and employer

Christmas at the Historic Courthouse – Vendor Application
Application Deadline: September 6, 2022

Company Name: _____

Contact Person: _____ Tax ID No. (required): _____

Street: _____ City/State/Zip: _____

Phone: _____ Email: _____

Website: _____ Facebook: _____

Twitter: _____ Instagram: _____

Type of Merchandise: _____

(List all items to be sold at the booth. Please note that the Jewelry category is highly competitive. If you offer jewelry for sale in addition to other items, the jury will consider you in the Jewelry category.)

Price Range of items: _____

Display: (racks, tables, etc. include photos) _____

Description: (Media, size, technique – include photos/product for the jury)

****PLEASE NOTE** Large vendor spaces, tables, and electric are first come/first serve by postmark.**

Please indicate your booth preferences:

	6' x 8' Booth Space - \$125.00
	6' x 12' Booth Space - \$175.00
	10' x 10' Square Booth Space - \$175.00 (limited availability)
	Table Rental (\$15.00) Please indicate size: 6' 8' 9'-11' (9'-11' tables free with limited availability, not available for 6'x8' booths or in Sheriff's Residence)
	Number of chairs needed in booth, no charge
	Electricity needed

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Total Amount: _____ Notifications will be made via email of your inclusion in the event. Payment by check, cash or credit card must be made within 7 days after notification to ensure your space. Please do not include payment with your application. Payment will only be accepted once you are notified of acceptance into the bazaar. The vendor fee is non-refundable.

Mail application to:

Washington County Historic Courthouse
Attn: Christmas at the Courthouse
101 W. Pine St., Stillwater, MN 55082

I, _____ (please print) release and hold harmless all “Christmas at the Historic Courthouse” volunteers, staff and Washington County from any liability for damages, theft, loss or personal injury sustained during the Washington County Historic Courthouse’s “Christmas at the Historic Courthouse” event.

Signature

Date

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