



Event Setup: Friday, November 20, 2026: 3:30 PM – 7:00 PM

Saturday, November 21, 2026: 6:45 AM – 8:25 AM

All booths **must be fully set up by 8:25 AM on November 21, 2026.**

Tear-Down: Saturday, November 21, 2026, at 2:30 PM

First right of refusal for 2025 vendors is available until February 28, 2026. After this date, all unreserved spaces will be open to new vendors.

Vendor Responsibilities

The Craft Market Committee will provide **tables and chairs**.

Vendors are responsible for: Table linens, Booth décor and signage, Displays and equipment, and any staff needed to operate their booth

Liability & Hold Harmless

By signing this agreement, the Vendor acknowledges and accepts all risks associated with participating in the Nappanee Home for the Holidays Craft & Vendor Market, including but not limited to loss, theft, damage, or incidents.

The Vendor agrees to **waive, release, and hold harmless** the following parties from any claims, liabilities, losses, damages, or expenses:

Claywood Event Center, Inc., Nappanee Home for the Holidays Craft & Vendor Market, A Creative Twist, A.C.T. II Model & Talent Management, Inc., Andrea Nissley, all sponsors, workers, and volunteers.

Vendor Guidelines

No refunds will be issued at any time.

This contract is **non-transferable**. Vendors may not sublet their booth space. No materials, signage, or products from other businesses may be displayed or distributed.

All merchandise and displays must be in **good taste**. Inappropriate items are not permitted

Early teardown is not allowed. Vendors must remain fully set up until **2:30 PM**.

Free-standing displays only. Nothing may be hung, taped, posted, or leaned against the event center walls.

Vendors are responsible for obtaining any **permits, licenses, or applicable taxes** required by county or state law.

Photography & Promotion

The Nappanee Home for the Holidays Craft & Vendor Market Committee may take photos of booths and vendors for advertising and promotional use.

Event Management

The Nappanee Home for the Holidays Craft & Vendor Market Committee retains full control over all aspects of the event, including (but not limited to): Event date and hours, Setup and teardown procedures, Booth placement, All official advertising and promotions

Vendors are welcome and encouraged to promote their participation independently. An official social media advertisement will be provided for vendor use. Please share it on your business pages when possible.

Vendor Agreement – Nappanee Home for the Holidays Craft & Vendor Market

Contact: Andrea Nissley Phone: 574-360-5372 Email: naphhcvm@att.net

Mail Completed Forms & Payment To:

Check made payable to: Andrea Nissley
Nappanee Home for the Holidays Craft & Vendor Market
c/o Andrea Nissley
11189 Wildwood Dr
Osceola, IN 46561

Business Name: _____

Product / Craft Description: _____

Contact Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Business Website or Facebook Page: _____

Booth & Table Options

Main Level Booth \$100.00 – 10’ x 10’ _____ Upper Level Booth \$100.00 – 10’ x 10’ _____

- Includes up to (2) tables provided by the event center
- Number of tables requested: _____ Electricity (limited availability): \$5.00 _____

Table Spaces

- Main Level Table Space \$70.00 – 8’ Table _____ Upper Level Table Space \$70.00 – 8’ Table _____
- Table provided by the event center
- Vendor items must fit entirely on the table, no racks, shelving, or floor displays

Total Amount Enclosed

\$ _____

Vendor Agreement: I acknowledge that I have read, understood, and agree to the terms and conditions of the 2026 Nappanee Home for the Holidays Craft & Vendor Market Vendor Contract.

Vendor Signature: _____ Date: _____