



**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**

### **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' **FULL**    Upper Level Booth \$100.00 – 10' x 10' **FULL**

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 **FULL**      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: \_\_\_\_\_