

Merry Manawa - A Christmas Market 2025
Downtown Manawa
FRIDAY, December 5th, 2025; 4PM-8PM

Applications for vendor spaces are considered on a first come first serve basis. Vendor applications with payment are due by November 28th, 2025.. **Please read and follow the instructions below.** By submitting this application you agree to all of the vendor rules and responsibilities.

1. Please fill out the application completely.
2. Vendors must be at Merry Manawa from opening (4pm) to closing (8pm) – no early takedowns.
3. NO SHOW = NO REFUND.
4. This is an outdoor, open-air event. If you can be outside on the sidewalks in front of businesses, that is what is preferred to make this a special night! There will not be a rain / snow date and no fees will be refunded. Vendors are responsible for providing their own tent, tables, **sides** for your tent etc. and use weights to secure. It will be cold at this event, nothing Wisconsin people can't handle! Prepare for it to be cold and dress in layers and bring what is necessary! Limited electricity is available. **VERY limited indoor spaces available!** If you absolutely need to be indoors, please indicate down below. The indoor location is different per each vendor. We will accommodate this need if necessary.
5. Spaces are limited and homemade / craft items only. NO DIRECT SALES! This is a 10x10 vendor space. If you need more space, please rent two spaces. We do not hold spaces, so getting the application and Fee in as quickly as possible to The Manawa Chamber is the only way of securing your spot. The Manawa Chamber reserves the right to reject or accept any application.

Please have the correct information below so that we can get a hold of you. Please, write CLEARLY!

VENDOR APPLICATION - MERRY MANAWA

Vendor Information:

Owners Name: _____ Business Name: _____

Email address: _____ Phone/Cell: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Do you have a business Facebook page? If yes, _____

Do you need electricity? YES / NO - Only a **few** outlets available!

Indicate Location: OUTSIDE BOOTH - _____ INSIDE BOOTH - _____ ONLY A FEW INSIDE BOOTHS

Description of Items Being Sold: _____

Booth Type	# of Spaces Renting	Booth Fee	Type of Art / Craft	Total for Booth
Craft		\$20		

Total: _____ Make Checks payable to: Manawa Chamber of Commerce

Mail form and fees to:

Manawa Chamber - Merry Manawa
c/o Brooke Baldwin
P.O Box 221
Manawa, WI
54949

Questions? Contact Brooke Baldwin at 920-538-6442 or manawachamberofcommerce@gmail.com

Only return this page filled out completely!

MERRY MANAWA RULES & INFORMATION

Downtown Manawa – December 5th; 4pm - 8pm

Vendor Rules and Responsibility, and Safety requirements:

1. Set – Up is from 2pm – 4pm. DO NOT arrive before this time. Arrive and be set up to sell by 4pm. **You will receive your location through an email a day before the event and that is where you will be located!** Please, be patient with receiving your email with your vendor location and all the details for the day of the event. This process takes a lot of time. Check-in with the Promo Manager **FIRST** for vendor space assignment and directions as necessary.
2. Vendors are responsible for providing their own tables, tents if outside, sides for the tent, racks and chairs, for their assigned space. If you paid for electricity then you are responsible for bringing your own extension cord.
3. Any awnings, tents, or canopies will be secured by a means that **DOES NOT** require stakes or posts to be driven into the ground. (Weighted milk jugs are great or sand bags!)
4. For those who have paid for electricity. Any extension cords will be in good condition and be protected from becoming a trip hazard to customers and other vendors. Power strips with shut off and breaker are required in the vendor space if electricity is being used for anything.
5. Generators will be operated in a safe manner. All fueling will be accomplished before arriving to set up. Grease may not be dumped down storm drains – violators will be fined.
6. Vehicle(s) offload at booth site first and then must move to designated vendor parking areas **immediately!** When you get back from parking your vehicle you may set up. You can park on any side street. Keep main street open for guests. Your vehicle must be unloaded by 3:00pm. This will eliminate a lot of traffic and allow other vendors next to you to get into their spot too. PLEASE, drive slow!! It is recommended to bring a cart / wagon to put your belongings in if you are late or unable to carry.
7. Pets are prohibited.
8. Items prohibited are: Automobile parts containing fluids, hazardous materials, etc.
9. Vendors are responsible for obtaining all required licenses and permits, complying with all rules and regulations, including Department of Health, regarding sale of your products, and collecting/filing required sales taxes.
10. Vendors will provide trash receptacles for their space and remove all trash and debris from their booth and surrounding at the end of the day.

NOTE – We will be advertising on social media! If you would like to be mentioned on our Facebook

Page please, send a story about yourself, your products and how you got started, etc.

You can send this information with your application or email it to manawachamberofcommerce@gmail.com. We will take stories until November 28th, 2025. If you can email pictures of your business/ crafts also, even better!

Share this event with your social media too!