



Dear Vendor:

The City of Rockingham is preparing for “**Christmas on the Square 2026**”, **Saturday, December 5, 2026** from 10 am to 4 pm. This is a fun-filled day for the entire family to enjoy.

Our 2025 Event was amazing, with over 105 craft and food vendors.

Entertainment will be provided throughout the day by local artists, church and school groups. Festivities will also include a car show and children can enjoy free rides all day. The main attraction for the event is Santa Claus. Santa will be on the square all day to visit with children and give them a special gift.

We hope that you will be able to join us for this year’s event. If you are interested in attending, please complete the enclosed application with Vendor Fee, and return it to the City of Rockingham **no later than Monday, November 23, 2026**. Once we receive your application, a map indicating your booth space and all necessary information will be sent to you prior to the event. **Note** that if you are a food vendor, you will be required to adhere to the Richmond County Environmental Health Services guidelines. For any questions regarding Environment Health guidelines please call 910-997-8300.

We Ask each Vendor to Bring a New Unwrapped Toy or a Gently Used Winter Coat for our local Christmas Collection for “One Perfect Gift”.

We look forward to hearing from you soon.

Sincerely,

Carolyn J. Ford

Carolyn J. Ford
City of Rockingham
514 Rockingham Rd
Rockingham NC 28379
910-995-2986
cjford_61@yahoo.com

Enclosures

***** If you received this letter and you wish to be removed from our mailing list, please call or email 910-995-2986 or cjford_61@yahoo.com .

APPLICATION
"Christmas on the Square 2026"
Saturday, December 5, 2026
10 am to 4 pm

Owner Name _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail Address _____

Telephone: Home _____ Business _____

Description of Business _____

Space size **15x15** If you need anything larger, you will need to purchase two spaces
(you will need to supply your own tent, tables, drop cords etc.) **No Electric Space Heaters**
Spaces are available "First Come First Serve." Spaces May Run Out so get your Application in
with Vendor Fee.

With only 15 Food Vendors Accepted

Please specify other needs you may have: Water _____ Electricity _____

Vendors Fees: Food _____ \$120.00 All Others (including Non-Profits) _____ \$60.00

Please make checks payable to: City of Rockingham

Payments are made by Check, Money Order or Cash at City Hall.

"We Do Not Accept Any other Form"

Mail to: City of Rockingham
Christmas on the Square
514 Rockingham Road
Rockingham, NC 28379

Any questions contact: Carolyn J. Ford / 910-995-2986 or Fax 910-895-0610 / Att: Carolyn
Email: cjford_61@yahoo.com

Facebook: [Christmas on the Square, Rockingham](#)

.....
Date Received _____ Amount Paid _____ Space # assigned _____