



# The 8th Annual 2024 Fairfax City Downtown Holiday Market

First two weekends in December  
Fridays 5 - 8 PM; Saturdays 12 - 6 PM;  
Sundays 12 - 5 PM  
Old Town Square, Fairfax, VA



## Participation Application

**Application Deadline: Monday, August 2, 2024**

Fairfax City is starting to plan for our annual, Downtown Holiday Market at Old Town Square, located at 10415 North Street, Fairfax, VA 22030. The market will be the first 2 weekends in December. You will be asked to choose a minimum of one (1) weekend out of the two (2). **The total cost for one weekend is \$170 outdoors and \$200 indoors. Booth payments will be collected upon acceptance into the Holiday Market.** Fairfax City will provide a 10x10ft tent, two 6x3 ft tables, 2 chairs, electricity and a heater for each outdoor space, and a 10x10ft space, two 6x3 ft tables, and 2 chairs indoors.

The schedule for the market will be as follows:  
December 6,7 and 8 (Festival of Lights and Carols is on December 7, 2024)  
December 13, 14 and 15 (Claus and Cookies is on December 14, 2024)

Please submit the criteria information requested below along with a minimum of (3) display photos of your items and (1) of your booth display. **Deadline for submitting an application is Monday, August 2, 2024. You will be informed of your status by late October 2024.** City Staff will select a variety of items and will limit vendors selling the same items.

### Participation Information:

Please check the weekend and space type you would prefer to have at the Downtown Holiday Market (if no preference you may check multiple):

<input type="checkbox"/> December 6, 7 and 8	<input type="checkbox"/> December 13, 14 and 15	<input type="checkbox"/> Indoor	<input type="checkbox"/> Outdoor
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Please list a brief description of products you will be selling. You may also submit an additional sheet of descriptions, if needed.

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### PARTICIPANT INFORMATION (All fields are required)

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Website/Etsy page: \_\_\_\_\_

**Indemnification:** I have read all regulations and information pertaining to participation in the Fall Festival and Holiday Craft Show. I hereby waive any claim against and agree to hold harmless Fairfax City and the Parks and Recreation Department, their employees, elected officials, officers, agents and volunteers, from any and all claims, actions, judgments, liability for damages, losses, costs, expenses, or injury incurred or arising out of my errors, acts, omissions, violations and noncompliance with the Customer Products Safety Act, the Consumer Product Safety Act, or any other mandatory legal standards or requirements my during participation in the Fall Festival or Holiday Craft Show. I agree to pay all judgments, fines, fees, costs, expenses, and reasonable attorneys' fees incurred by the City and the parties herein indemnified from such legal proceedings. This Agreement shall be governed by the laws of the Commonwealth of Virginia. For more information on event insurance, please contact us at [specialevents@fairfaxva.gov](mailto:specialevents@fairfaxva.gov).

Vendor has caused this Agreement to be duly executed as of the date first set fourth below:

**SIGNATURE:** \_\_\_\_\_

**Please return to:** City of Fairfax Parks & Recreation  
Attn: Special Events  
10455 Armstrong Street, Room 123, Fairfax, VA, 22030  
or Email: [SpecialEvents@fairfaxva.gov](mailto:SpecialEvents@fairfaxva.gov)

**QUESTIONS:** Contact Mitzi Taylor at  
703.385.7949 or via e-mail:  
[Specialevents@fairfaxva.gov](mailto:Specialevents@fairfaxva.gov)