

Fairfax City, VA 2025 Holiday Market Application

Application Deadline: August 1, 2025

APPLICATION INFORMATION

OFFICIAL USE ONLY

Date Received: _____

☐ Indemnification

Accepted _____ Date Paid _____

☐ Weekend 1 _____

☐ Weekend 2 _____

☐ Outdoor ☐ Indoor Booth Space _____

☐ A

☐ B

☐ C

Fairfax City's Downtown Holiday Market is the first 2 weekends in December, in Old Town Square (10415 North Street, Fairfax, VA 22030). Vendors may apply to both weekends; however, if accepted, a vendor will only be selected to participate in one of the weekends. The total cost for one weekend (3 days) is \$170 outdoors and \$200 indoors. Booth payments will be collected upon acceptance into the Holiday Market. Fairfax City will provide a 10x10ft tent and space, two 6x3ft tables, 2 chairs, electricity, and a heater (pre-approved by the Fire Marshall) for each outdoor space. Vendors must bring their own extension cords and lights. No outside heaters allowed.

Holiday Market Schedule:		Events During the Holiday Market
Weekend 1: December 5, 6, and 7	Fridays: 5pm - 8pm	December 6th - Festival of Lights & Carols
Weekend 2: December 12, 13 and 14	Saturdays: Noon - 6pm	December 13th - Claus and Cookies
	Sundays: Noon - 5pm	

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 August 1, 2025. You will be informed of your status by late October 2025. City Staff will select a variety of items and will limit vendors selling the same items.**

Name of Business _____

Contact Name _____

Email _____ Cell _____

Mailing Address _____

City _____ State _____ Zip _____

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

WEEKEND 1

☐ December 5, 6, & 7

☐ Indoor ☐ Outdoor

Request a Space _____

⋮

WEEKEND 2

☐ December 12, 13, & 14

☐ Indoor ☐ Outdoor

Request a Space _____

INDEMNIFICATION: I have read all regulations and information pertaining to participation in Fairfax City events, as a vendor. 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, judgements, 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, or any other mandatory legal standards or requirements my during participation in Fairfax City events. I agree to pay all judgements, 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.

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

VENDOR SIGNATURE _____

DATE _____

SUBMIT YOUR APPLICATION

EMAIL: specialevents@fairfaxva.gov

MAIL:

OR Atten: Special Events

10455 Armstrong St., Room 123, Fairfax, VA, 22030

Questions?

Call: (703) 385-7949


E-mail: specialevents@fairfaxva.gov

Category Listing (Check One Only)		Jewelry	Photography
Apparel	Fabric/Needlework	Miscellaneous	Pottery/Clay/Ceramics
Baskets	Floral	Multi-Media	Soft-Sculpture
Digital Art	Gourmet Food	Painting/Drawing	Wood
Dolls & Accessories	Glass	Personal Care/Home Fragrance	

Description
This will be used by the selection committee while evaluating your overall application and photos. Please write clearly in the space provided below or submit an additional page/attach a description to each photo. **A booth photo is required**, or a mockup version is acceptable, for first time vendors. **All vendors must submit photos.** Photos will not be returned and any application without photos will not be considered.

Holiday Market Rules

- 1. To be considered, items for sale must be handmade. Include a description of how your item is made & a minimum of 3 photos (electronic photos are acceptable) of your craft/art. May provide website/Etsy page in addition to the photos.
- 2. Crafters assigned a space must remain at their assigned space throughout the weekend and have a personnel duty to their exhibit while the tents are open for the market hours. Designated aisles must remain clear at all times, due to local Fire Marshall Regulations. You may not interfere with your neighbor in any way.
- 3. All crafters must be present one hour prior to the markets opening day, or the vendor chairperson has the right to re-assign your space. NO REFUNDS WILL BE GIVEN!
- 4. No crafter may sell or sublet their assigned space to anyone else during the market.
- 5. No changing of assigned spaces is permitted unless approved by Fairfax City.
- 6. Nothing may be nailed, stapled, or otherwise attached to the walls, floors, or any other parts of the assigned space.
- 7. Tables should be skirted or covered to the floor on all exposed sides with professional looking covers. Space must bekept in a neat and orderly fashion.
- 8. Spaces are assigned first-come-first-serve; however, applicants can request a specific space, and the coordinators will do their best to accommodate. There will be no guarantees.
- 9. Smoking is strictly prohibited in tents.
- 10. Open flames are strictly prohibited in all tents, this includes candles!
- 11. Crafters are responsible for all display materials, however, the City will provide tent with vinyl walls, two 6-foot tables, 2 chairs and electricity. Any additional tables or chairs will need to be provided by the crafter. The vinyl walls will be secured nightly during the market, most vendors leave their items in the tent overnight, and local authorities will increase their patrol during the off hours.
- 12. Vendors are required to stay for the duration of the market. Early departure is not permitted. If a vendor decides toleave early, this may affect your ability to participate in future craft shows with Fairfax City.
- 13. You are responsible for cleaning up your booth area prior to departure. Please put all trash in trash cans provided.
- 14. Vendor parking is available on site.
- 15. Gourmet Food Vendors selling any type of food must present a Fairfax County Health Department Permit. This includes any vendor that is giving away samples during the show. Please contact the Fairfax County Health Department to obtain the proper permit for the market. The Fairfax County Health Department (Phone: 703-246-8430)
- 16. Vendors are to conduct themselves in a professional manner respecting other vendors, event staff and the event rules. Those who do not abide will be asked to leave and not return.



Questions?
Email: SpecialEvents@fairfaxva.gov
Phone: 703-385-1710
WWW.FAIRFAXVA.GOV/SPECIALEVENTS

SUMBIT YOUR APPLICATION

Email: SpecialEvents@fairfaxva.gov

Mail:
Special Events
10455 Armstrong St.,
Room 123,
Fairfax, VA 22030