



Event Specifications & Requirements

100 Lions Road | Lizemores, WV 25125

Email: help@christmasvillageoflizemores.org | (681) 292-0086

EVENT TIME

Friday

6:00 P.M. – 10:00 P.M.

Saturday

11:00 A.M. – 10:00 P.M.

Sunday

11:00 A.M. – 8:00 P.M.

Set-Up Schedule

The Christmas Village of Lizemores set-up schedule is as follows:

- Friday, December 4th, 2:00 P.M. – 5:00 P.M.
- Saturday, December 12th & 19th 9:00 A.M. – 10:30 A.M.

All vendors, organizations, and participants should plan to arrive during their designated set-up time to allow adequate time for preparation before the Christmas Village opens.

Tear-Down Schedule

The Christmas Village of Lizemores tear-down schedule is as follows:

- December 6th: - 8:30 P.M. – 10:00 P.M.
- December 13th & 20th 8:30 P.M. – 10:00 P.M.

All vendors, organizations, and participants should plan to begin tear-down during the designated time period. Participants are asked to have their areas completely cleared and cleaned before leaving the Christmas Village.

Late Fee and Payment Policy

The following **late fees will apply to all balances not received by the listed “Balance Due” date. No exceptions will be made.**

- **All Payments are due when submitting your application.** Please call the office at (681) 292-0086 to process your payment by credit card.

If the full balance has **not been received within 21 days of the applicable “Balance Due” date**, the reserved space may be forfeited and reassigned to an exhibitor on the waiting list.

Please note: If you default on this contract for any reason, you remain responsible for all applicable booth fees, late fees, and other charges outlined in this agreement, regardless of whether your space is reassigned.

Exhibitor Space and Application Policy

- **Subletting Prohibited:** Exhibitors may not sublet, assign, transfer, or share any portion of their assigned booth or exhibit space with another exhibitor without prior written approval from Event Management.
- **Merchandise Restrictions:** Exhibitors may not display, promote, or sell merchandise or products belonging to another exhibitor without prior approval from Event Management.
- **Applications:** Each exhibitor must submit their own application using their legal business or organization name. Exhibitors may not submit an application on behalf of another exhibitor or apply under a fictitious, assumed, or misleading name.

Event Management reserves the right to review and approve all exhibitors, merchandise, and booth arrangements to ensure compliance with the rules and overall standards of the Christmas Village of Lizemores.

Sales Tax Compliance

Each exhibitor is solely responsible for complying with all applicable **West Virginia sales and use tax laws, regulations, licensing requirements, and filing obligations.**

Exhibitors who sell taxable goods or merchandise are responsible for obtaining and maintaining any required West Virginia tax registration or permit prior to participating in the Christmas Village of Lizemores.

Each exhibitor must provide their **West Virginia Tax Certificate or other required sales tax information** on their application, or provide it to Event Management no later than **30 days prior to the festival.**

Event Management is not responsible for an exhibitor's failure to comply with applicable state or local tax requirements. Exhibitors should contact the **West Virginia State Tax Department** with any questions regarding sales tax registration, collection, or reporting requirements.

Merchandise

Event Management will review and determine, through its exhibitor selection process, whether an exhibitor's proposed merchandise is appropriate for the **Christmas Village of Lizemores**.

Exhibitors may **display and sell only the merchandise and products listed on their submitted application and approved by Event Management**. Any changes or additions to an exhibitor's merchandise offerings must receive prior approval from Event Management.

All types of merchandise may be considered, including **handmade, handcrafted, specialty, commercially produced products, and commercial exhibitors**. Approval of an exhibitor or product is at the discretion of Event Management and may be based on the overall quality, appropriateness, and variety of merchandise represented at the event.

Insurance

The Christmas Village of Lizemores strongly recommends that each exhibitor obtain and maintain **Comprehensive General Liability Insurance** at the exhibitor's own expense.

Exhibitors are responsible for determining the appropriate level of insurance coverage for their business, organization, activities, merchandise, equipment, and booth operations.

Food & Beverage Vendors

Only exhibitors approved as **Food & Beverage Vendors** may sell, serve, or distribute food and beverage products, including samples, at the Christmas Village of Lizemores.

Any exhibitor wishing to sell, serve, or distribute **edible or potable products**, including packaged foods, beverages, prepared foods, or samples, must submit and receive approval of a **Food Vendor Application** prior to the event.

All approved food and beverage vendors are responsible for obtaining and maintaining any required **permits, licenses, certifications, and liability insurance** applicable to their operation. Proof of required documentation may be requested by Event Management prior to participation.

No exhibitor may sell or distribute food or beverages without prior approval from Event Management.

Booth Space and Display Requirements

Each exhibitor is responsible for ensuring that their booth, displays, merchandise, equipment, and signage remain **entirely within their assigned and clearly marked booth space**.

Displays may not extend into aisles, walkways, common areas, or any area outside the exhibitor's assigned space. Exhibitors may not obstruct, interfere with, or encroach upon the booth space of any neighboring exhibitor.

Event Management reserves the right to require an exhibitor to adjust or relocate any display that interferes with neighboring exhibitors, obstructs walkways, or extends beyond the assigned booth space.

Noise and Exhibitor Conduct

Exhibitors may not use **radios, televisions, speakers, public address systems, amplified sound equipment, or other devices that produce excessive noise** within their booth space without prior approval from Event Management.

Exhibitors and their representatives may not **call out to, solicit, or actively approach customers in the aisles or common areas**. All sales activities, demonstrations, promotions, and customer interactions must take place within the exhibitor's assigned booth space.

Exhibitors and their representatives are expected to remain within their assigned booth space while conducting business and must not obstruct aisles, walkways, or access to neighboring exhibitors.

Event Management reserves the right to require any exhibitor to reduce or discontinue noise or activity that interferes with other exhibitors, guests, or the overall operation of the Christmas Village of Lizemores.

Alcohol, Smoking, and Tobacco Policy

For the safety and comfort of all exhibitors, volunteers, staff, and guests, **alcohol consumption and smoking are strictly prohibited** in or around exhibitor booth spaces and inside any Christmas Village of Lizemores buildings.

This prohibition applies at all times during set-up, event hours, and tear-down. Exhibitors, their employees, volunteers, and representatives are expected to comply with this policy while on festival property.

Service Animal Policy

Only **service animals that meet the definition established by the Americans with Disabilities Act (ADA)** are permitted within the Christmas Village of Lizemores event and facility areas.

Under the ADA, **emotional support, comfort, and therapy animals are not considered service animals** solely because they provide emotional support or comfort.

All exhibitors, vendors, volunteers, and guests are expected to comply with applicable ADA requirements regarding service animals.

Property and Facility Protection

Exhibitors are responsible for protecting all buildings, structures, fixtures, flooring, walls, doors, ceilings, landscaping, and other property belonging to the Christmas Village of Lizemores.

No nails, screws, staples, tacks, adhesives, tape, hooks, or other fastening devices may be used to attach, hang, mount, or secure decorations, signs, displays, equipment, or merchandise to any wall, floor, ceiling, door, fixture, structure, or other part of the festival property without prior written approval from Festival Management.

Exhibitors may not drill, puncture, mark, paint, alter, or otherwise damage any portion of the buildings or festival grounds.

Any exhibitor who causes damage to festival property may be held responsible for the cost of repairs, replacement, or restoration. Event Management reserves the right to require the immediate removal of any display or installation that may damage festival property.

Overnight Merchandise and Security

Exhibitors may leave their booth displays and merchandise in their assigned indoor or outdoor spaces between event days. However, **exhibitors are strongly encouraged to secure or remove all valuable merchandise, equipment, cash, and personal property at the end of each event day.**

Outdoor exhibitors are especially encouraged to move merchandise and other valuable items into an approved indoor location, secured storage area, storage trailer, or other safe location, or to remove the items from the festival grounds overnight.

The **Christmas Village of Lizemores, Event Management, sponsors, property owners, volunteers, and staff are not responsible for any loss, theft, damage, or destruction** of an exhibitor's merchandise, inventory, displays, equipment, personal property, or other belongings, whether left unattended during event hours or overnight.

Each exhibitor is solely responsible for the security and protection of their property while participating in the Christmas Village of Lizemores.

Electrical Equipment and Power Requirements

All exhibitors using electrical equipment, lighting, appliances, or other powered devices must use **commercial-grade, heavy-duty electrical cords and equipment that are properly grounded and approved by a recognized safety testing organization, such as UL.**

Extension cords must be in good condition, free of damage, and appropriate for the electrical load of the equipment being operated. Exhibitors may not use damaged, frayed, modified, or unsafe cords, plugs, or electrical equipment.

Electrical service and available power may be **limited within individual booth spaces.** Event Management reserves the right to restrict the amount of electrical equipment or wattage used by an exhibitor when necessary to prevent overloaded circuits, power interruptions, or other electrical safety concerns.

Exhibitors may be required to reduce or disconnect electrical equipment if their use causes or contributes to a power outage, circuit overload, or other electrical issue affecting the Christmas Village of Lizemores.

Exhibitors are responsible for providing any approved extension cords or other electrical equipment necessary to safely connect their displays to available power.

Fire Safety and Compliance

All exhibitors are required to comply with **all applicable federal, state, and local fire and life-safety requirements** while participating in the Christmas Village of Lizemores.

Booth displays, decorations, furnishings, signs, equipment, merchandise, and other materials used within an exhibitor's space must be appropriate for the event and may not create a fire, safety, or evacuation hazard.

Exhibitors may not block, cover, obstruct, or interfere with **fire extinguishers, fire alarm equipment, emergency exits, exit signs, fire lanes, electrical panels, or designated emergency access areas.**

Event Management reserves the right to require the immediate removal, relocation, or modification of any material, display, equipment, or setup that is determined to present a potential fire or safety hazard or does not comply with applicable requirements.

Exhibitors are responsible for ensuring that their booth and all materials they bring onto festival property comply with applicable fire and life-safety regulations.

Exhibitor Parking and Vehicle Policy

All exhibitors, employees, booth workers, volunteers, assistants, and helpers must park only in **designated exhibitor parking areas** assigned or approved by Event Management.

During booth set-up and tear-down, vehicles and trailers may be used to load or unload merchandise and equipment; however, vehicles must remain on **designated paved areas, roadways, or approved loading areas**. Vehicles may not be driven or parked on grass, landscaped areas, pedestrian walkways, or other restricted areas.

For the safety of exhibitors and festival guests, **vehicles and trailers may not remain parked beside or immediately adjacent to an exhibitor's booth during event hours** unless specifically authorized by Festival Management.

No vehicles or trailers are permitted inside any festival building at any time.

Event Management reserves the right to have any unauthorized, improperly parked, or obstructing vehicle or trailer **towed at the owner's expense**. Towing may occur without prior notice when necessary to maintain emergency access, traffic flow, public safety, or event operations.

All exhibitors are responsible for ensuring that everyone associated with their booth follows the Christmas Village of Lizemores parking and vehicle requirements.

Booth Staffing and Operating Hours

All exhibitor booths must be **fully set up, staffed, and open for business during all designated festival operating hours**. Exhibitors are expected to remain open and available to serve guests throughout the event unless otherwise approved by Event Management.

Each rented booth space may have a maximum of **two (2) individuals** assigned to staff or operate the booth at any given time.

Exhibitors are responsible for ensuring that their booth remains properly staffed and operational throughout the event. If an exhibitor needs to temporarily leave their booth unattended due to an emergency or other unforeseen circumstance, they should notify Event Management whenever possible.

Event Management may approve exceptions to the staffing requirement when circumstances warrant.

Trash, Waste, and Booth Cleanliness

Each exhibitor is responsible for maintaining a **clean, orderly, and presentable booth space** throughout the Christmas Village of Lizemores.

All exhibitors must properly dispose of their trash, packaging, boxes, decorating materials, and other waste in the **designated exhibitor waste and disposal areas**. Bulk trash must be removed from the exhibitor's booth and taken to the designated disposal area before, during, and after each event day.

Dumpsters or other designated bulk-waste disposal services may be provided by Event Management for the disposal of large quantities of exhibitor waste. Exhibitors are responsible for placing their waste in the appropriate location and following all disposal instructions.

All decorations, displays, temporary materials, boxes, and other items associated with an exhibitor's booth must be **completely removed from the festival grounds at the conclusion of the final event day**, unless other arrangements have been approved by Festival Management.

Public trash receptacles are provided for festival guests and general public use. Exhibitors may not use these receptacles for booth-related trash, boxes, packaging, or bulk waste.

Exhibitors who fail to properly clean and remove their waste may be responsible for any additional cleanup or disposal costs incurred by Festival Management.

Event Cancellation and Force Majeure

The **Christmas Village of Lizemores** reserves the right to cancel, postpone, suspend, or modify the event when circumstances beyond the reasonable control of Event Management make it impossible, unsafe, or impractical to conduct the event as planned.

Such circumstances may include, but are not limited to, **fire, severe weather, natural disasters, acts of God, public health emergencies, pandemics, government orders or restrictions, civil disturbances, acts of terrorism, war, public emergencies, labor disputes, strikes, changes in law or regulations, facility-related emergencies, or other unforeseen circumstances beyond the reasonable control of Festival Management.**

If the event is cancelled, postponed, shortened, relocated, or otherwise substantially modified due to circumstances covered by this provision, **Event Management shall not be responsible for losses, expenses, damages, or other costs incurred by exhibitors**, including travel expenses, lodging, transportation, merchandise, staffing, or other business-related expenses.

Any determination regarding refunds, credits, rescheduling, or other adjustments following an event cancellation or substantial modification will be made by Event Management based on the

circumstances surrounding the event and the financial obligations associated with producing the event.

By submitting an exhibitor application and participating in the Christmas Village of Lizemores, each exhibitor acknowledges and agrees to the terms of this Event Cancellation and Force Majeure provision.

Exhibitor Information and Media Policy

By participating in the **Christmas Village of Lizemores**, exhibitors acknowledge that Event Management may use and share certain exhibitor information for legitimate event-related purposes, including **event promotion, marketing, public information, customer inquiries, media coverage, directories, social media, websites, and other promotional materials**.

This may include the exhibitor's **business or organization name, booth information, publicly provided contact information, website, social media information, photographs, video recordings, and other information voluntarily submitted as part of the exhibitor application**.

Event Management may provide appropriate exhibitor information to festival guests, customers, media representatives, sponsors, and other parties when reasonably related to the promotion, operation, or coverage of the Christmas Village of Lizemores.

Exhibitors who do not wish certain optional contact or promotional information to be shared should notify Event Management in writing when submitting their application.

Governing Law, Jurisdiction, and Entire Agreement

This Agreement shall be governed by and interpreted in accordance with the **laws of the State of West Virginia**, without regard to conflict-of-law principles.

Any legal action or proceeding arising out of or relating to this Agreement shall be brought in a **court of competent jurisdiction in West Virginia**, with the appropriate venue determined in accordance with applicable West Virginia law. Each party agrees to submit to the jurisdiction of such court for matters arising from or relating to this Agreement.

This Agreement, together with the **Christmas Village of Lizemores Exhibitor Application, Rules and Regulations, Policies, Requirements, and any approved addendums or attachments**, constitutes the entire agreement between Event Management and the exhibitor concerning participation in the event. These documents supersede any prior written or verbal representations, agreements, discussions, or understandings relating to the exhibitor's participation.

No modification, amendment, or waiver of any provision of this Agreement shall be effective unless approved in writing by Event Management.

If any provision of this Agreement is determined to be invalid, unlawful, or unenforceable, the remaining provisions shall remain in full force and effect to the fullest extent permitted by law.

The exhibitor acknowledges that they have had the opportunity to review this Agreement and all applicable rules and requirements and agrees to comply with them as a condition of participating in the Christmas Village of Lizemores.

CHRISTMAS VILLAGE OF LIZEMORE

100 LIONS ROAD | LIZEMORES, WEST VIRGINIA 25125 | (681) 292-0086

EXHIBITOR APPLICATION and CONTRACT	
Exhibitor Name: _____ Home Phone: _____	
Business Name: _____ Bus Phone: _____	
Address: _____	
City: _____ State: _____ Zip Code: _____	
Email Address: _____	
___ December 4 th , 5 th , & 6 th	If you are planning on only doing the first week the vendor fee is \$50 and food trucks \$150 If you are planning on doing all weekends \$75 and Food Trucks \$200
___ December 12 th & 13 th	
___ December 19 th & 20 th	
WV STATE SALES TAX LICENSE NUMBER	
Website:	
Facebook:	
Instagram:	
4 words that describe of your product/service: Example: Wood Furniture, accessories	

APPLICATION DEADLINE: | Wednesday, November 11th | Applications Accepted Until Each Show is Full

Payment Type:
___ Check(s) made payable to Urgent Care EMS
___ Credit Card-Complete section below for Visa, MasterCard, Discover & American Express
Card Number (please print clearly) _____ - _____ - _____ - _____
Expiration Date ____/____ 3 Digit Security Code (back of card) ____ Your Name as it appears on card (please print) _____ Complete Billing Address for Credit Card _____
_____ I authorize Family Festivals Association, Inc. to charge my credit card for all deposits AND charge my credit card for all balances on the balance due dates listed above for each festival that I am accepted into. *See details for Late Fees as listed on Page 4 of this contract. Cardholder Signature _____

EVENT SCHEDULE WILL BE COMPLETED BY WEDNESDAY, NOVEMBER 18, 2026

Exhibitor Product, Service, and Photo Requirements

THIS SECTION MUST BE COMPLETED IN FULL. INCOMPLETE APPLICATIONS MAY NOT BE REVIEWED OR CONSIDERED FOR APPROVAL.

Products and Services

Please provide a clear and detailed description of the products, merchandise, services, food items, or activities you intend to offer at the Christmas Village of Lizemores.

Please identify the primary category or categories that best describe your offerings. Examples include, but are not limited to:

Woodworking • Crafts • Jewelry • Floral • Artwork • Clothing • Holiday Décor • Home Décor • Specialty Foods • Baked Goods • Candles • Children's Items • Handmade Products • Commercial Merchandise • Services

Product/Service Category:

Description of Products/Services:

Merchandise Photos

Exhibitors selling arts, crafts, handmade products, specialty merchandise, or other physical products should submit two to three (2–3) current photographs showing the merchandise they intend to display or sell.

Photographs may be used by Event Management to assist with the exhibitor selection and approval process, booth placement, and event planning. Event Management may retain submitted photographs for its records and may request additional photographs or product information when necessary.

Digital photographs may be submitted electronically using the contact information provided on the exhibitor application. All digital submissions must include the exhibitor's name and business or organization name so that the photographs can be properly matched to the application.

By submitting photographs, the exhibitor represents that they have the right to provide the photographs for review and use in connection with the Christmas Village of Lizemores.

Acceptance of Festival Specifications & Requirements and the Application and Contract:

Merchandise Photos

Exhibitors selling arts, crafts, handmade products, specialty merchandise, or other physical products should submit three to four (3-4) current photographs showing the merchandise they intend to display or sell.

Photographs may be used by Event Management to assist with the exhibitor selection and approval process, booth placement, and event planning. Event Management may retain submitted photographs for its records and may request additional photographs or product information when necessary.

Digital photographs may be submitted electronically using the contact information provided on the exhibitor application. All digital submissions must include the exhibitor's name and business or organization name so that the photographs can be properly matched to the application.

By submitting photographs, the exhibitor represents that they have the right to provide the photographs for review and use in connection with the Christmas Village of Lizemores.

Exhibitor Signature _____

Date _____

Urgent Care EMS, Inc. Signature _____

Date _____

Have you included the following with your application?

___ Fully completed application, must be Signed and dated.

___ Self-addressed, stamped, business-sized envelope MUST be included with application.

___ **Check made payable to Urgent Care EMS**

___ Two to three (2-3) photos of your merchandise (craft shows only)

___ A general inventory list of the items you will be selling.

IMPORTANT: BEWARE OF SOCIAL MEDIA SCAMS

The Christmas Village of Lizemores wants to protect our exhibitors, vendors, and participants from fraudulent social media accounts, posts, and individuals attempting to sell or collect payment for booth spaces.

Scammers may create posts or send messages claiming to have booth spaces available for the event. Please do not send money or personal information to anyone claiming to represent the Christmas Village of Lizemores unless you have verified that you are communicating directly with Event Management.

PLEASE REMEMBER:

WE DO NOT ACCEPT BOOTH APPLICATIONS THROUGH FACEBOOK, INSTAGRAM, OR OTHER SOCIAL MEDIA POSTS OR MESSAGES.

WE DO NOT ACCEPT BOOTH PAYMENTS THROUGH PAYPAL, VENMO, CASH APP, ZELLE, OR OTHER PERSONAL PAYMENT ACCOUNTS.

All exhibitors must complete and submit the official Christmas Village of Lizemores Exhibitor Application. Applications may be submitted through the official contact methods provided by Event Management.

All booth fees and deposits must be paid using an approved payment method provided directly by Event Management. Do not send payment to an individual who contacts you through social media claiming to have a booth available.

Our official social media pages may be used to provide event information, promote participating exhibitors and vendors, and share updates about the Christmas Village. However, social media is not an authorized method for purchasing or transferring booth space.

AUTHORIZED FESTIVAL REPRESENTATIVES

Only individuals officially designated by Christmas Village of Lizemores / Event Management are authorized to communicate with exhibitors regarding applications, booth assignments, payments, contracts, or booth availability.

If you receive a suspicious message, see a social media posting offering booth space, or are unsure whether someone is authorized to represent the Christmas Village, do not send payment or personal information. Contact Event Management directly using the official contact information listed on the exhibitor application or official event materials.

When in doubt, verify before you pay.

The Christmas Village of Lizemores will never ask you to send a booth payment to an individual through a personal payment account or through an unsolicited social media message.