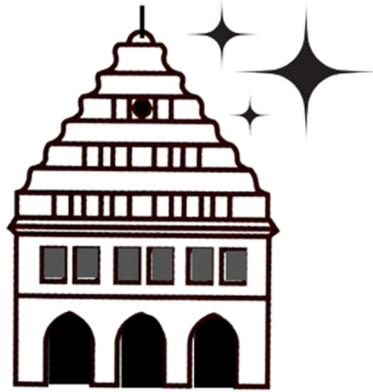


2023 CALL FOR ARTISTS & VENDORS



Sister Cities
Newport News
WEIHNACHTSMARKT
2023

Join us as we celebrate the holiday season with an authentic German Market in honor of Newport News' German Sister City of Greifswald, Mecklenburg-Vorpommern.

Friday, December 1st
Saturday, December 2nd
3-9 pm daily

Sister Cities Newport News (SCNN) invites you to participate in our 2nd Annual German Christmas Market or [WEIHNACHTSMARKT](#). The market is located in the retail area of City Center, Oyster Point. **Vendor spaces are limited.** Vendors will be selected to ensure a variety of products, with preference given to handmade items. SCNN is responsible for beer & wine sales on site. This event is hosted by [City Center at Oyster Point](#) and is not an official event of the City of Newport News.

Vendor Rules:

1. The German Market is a rain or shine event.
2. Vendors will be **provided** a 10'x10' space with a **white tent and string lighting**.
3. All tents are pre-lit in the same manner. Electrical service is limited. If you need electricity, please indicate so in your application. No generators are permitted.
4. Vendors should provide tables, chairs and display racks for their products.
5. Vendor parking is available in the parking garages at no fee.
6. Vendors are expected to display items appropriate for the Christmas theme.
7. Vendors must operate for the entire length of the market (3-9 pm on both days).
8. No heating units of any type may be used in booths.
9. Vendor assignments will be made by SCNN.
10. Vendors will have access to the restrooms in a nearby, vacant store front on Mariners Row and can access wall plugs for charging phones etc.
11. Vendors must dispose of their trash in the dumpster, not in the market trash cans.
12. Tents will remain in place overnight. Security is not provided. It is suggested that you remove inventory.
13. Approved vendors must provide a Certificate of Insurance (COI) listing "ECOP, LLC c/o Colliers, P.O. Box 13470, Richmond, VA 23225 and SCNN, Inc. P.O. Box 120504, NN 23612-0504)" as additionally insured. If you need assistance in securing an appropriate policy, please reach out to Tara Miller at tara@goparksins.com for a quote.
14. A \$25 non-refundable fee is required from all approved vendors.

NOTE: Saturday night's market coincides with the City of Newport News' "NLightN" tree lighting at the City Center Fountain but is a different event sponsored by the City NN. The City's event will have a limited number of vendors, food trucks and activities. The Tree lighting is scheduled for 7 pm.

2023 WEIHNACHTSMARKT VENDOR APPLICATION

3-9 PM / Friday, Dec. 1st *and* Saturday Dec. 2nd

Last Name: _____ First Name: _____

Business Name: _____

I participated in this event in 2022: YES NO.

Product Category: _____

Email: _____ Cell #: _____

Address/City/State _____

Business Website & Social Media addresses: _____

- If approved, I agree to the Vendor Rules as listed on page 1.
- If approved, I understand that I will be invoiced a non-refundable fee of \$25 to reserve my space in the market.
- I am requesting power for the following purpose: _____
- If approved, I understand that I must provide a Certificate of Insurance (COI)
- Attached are images of my products ***NOT REQUIRED FOR RETURN VENDORS**

Additional Comments: _____

Signature: _____ Date: _____

Email completed application & images of your products to SCNN at: info@sistercities-nn.com
Applications will be reviewed immediately upon receipt. Submitting this application does not guarantee acceptance. A Sister Cities representative will call you with any questions.

For additional information contact Kate Helwig at 757-697-3129.
Sister Cities office is located at: 11820 Merchants Walk, Ste 100, NN, VA 23606

Application Received by _____	Date _____	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> NO	# _____	Date Fee Paid _____	<input type="checkbox"/> COI received:
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