

Patmos Library Christmas Market 2026

Vendor Application

Thank you for your interest in participating in the Patmos Library Christmas Market! We are excited to bring local makers, crafters, and small businesses together for a festive community event.

Please complete this application to be considered as a vendor. Submission of an application does **not guarantee acceptance**. Vendor spaces are limited, and selections will be made based on available space, product variety, quality, and creating a balanced shopping experience for attendees. Please send completed vendor agreements to melody@patmoslibrary.org

Event Information

Event: Patmos Library Christmas Market

Date: Saturday, November 21

Time: 10:00 AM – 1:00 PM

Location: Patmos Library

Vendor Fee: \$20

(If accepted, payment will be due by the deadline provided in your acceptance email.)

Vendor Information

Business/Vendor Name:

Contact Person:

Phone Number:

Email Address:

Business Website/Social Media Page (if applicable):

About Your Business

Please describe your business and the products you sell:

How long have you been creating/selling your products?

Product Information

Please check all that apply:

- ☐ Handmade crafts
- ☐ Holiday décor
- ☐ Jewelry/accessories
- ☐ Artwork/prints
- ☐ Home décor
- ☐ Clothing/textiles
- ☐ Candles/soaps/body products
- ☐ Food/baked goods
- ☐ Books/literary items
- ☐ Other: _____

Please list specific items you plan to sell:

Are all items handmade or locally produced by you?

- ☐ Yes
☐ No

If no, please explain:

Vendor Space Needs

All approved vendors will receive space for **one 6-foot table**. Vendors are responsible for providing their own table, table covering, chair(s), signage, and display materials.

A limited number of larger vendor spaces are available for vendors who need space for an **8-foot table**. These spaces will be assigned on a **first come, first serve basis** and are not guaranteed. Requests for larger spaces will be considered based on availability and event layout needs.

Requested space:

- ☐ Standard space (one 6-foot table)
- ☐ Larger space request (one 8-foot table) — limited availability

If requesting an 8-foot table space, please explain why additional space is needed:

Will you need access to electricity?

- ☐ Yes
☐ No

If yes, please explain what you will be using electricity for:

Will you need any additional accommodations?

Food Vendors (if applicable)

Will you be selling food or beverages?

- ☐ Yes
- ☐ No

If yes:

Please describe the items you will be selling:

Do you have any required permits, licenses, or certifications?

- ☐ Yes
- ☐ No

Please provide details:

Photos & Examples of Work

Please include photos of your products, booth setup, or provide a link to your online shop/social media page.

Photos may be submitted by:

- ☐ Email
- ☐ Website/Social Media Link
- ☐ Attached to application

Vendor Expectations & Agreement

By submitting this application, I understand and agree to the following:

- ☐ I understand that submitting this application does not guarantee acceptance as a vendor.

☐ I understand that Patmos Library reserves the right to select vendors based on event needs, product variety, available space, and suitability for the event.

☐ I agree to provide only the products described in my application unless approved by Patmos Library.

☐ I understand that vendors are responsible for providing their own display materials, including tables, table coverings, chairs, signage, and any other needed supplies unless otherwise communicated.

☐ I agree to remain set up and available during the full event hours.

☐ I understand that Patmos Library is not responsible for lost, stolen, or damaged merchandise.

☐ I agree to conduct myself in a professional and courteous manner while representing my business and interacting with attendees.

☐ I understand that acceptance information and additional event details will be provided after applications have been reviewed.

Vendor Name:

Signature:

Date:

Thank you for your interest in participating in the Patmos Library Christmas Market! We appreciate your support of our community events and look forward to creating a festive holiday experience for our patrons.