



# Vendor Information

**Saturday, November 25, 2023**  
**10am – 3pm**

Thank you for your interest in being a vendor at the inaugural SoMa Christmas Market in downtown Harrisburg. Here is information about this event.

**LOCATION** SoMa (South of Market) – South Third Street, Harrisburg, between Market and Chestnut Streets

**DATE/TIME** Saturday, November 25, 2023  
(Small Business Saturday)  
10am – 3pm  
Rain or Shine

**CONTACT** Event Manager  
Julie Shade  
717-255-1038  
julieshade@harristown.net

**VENDOR COST** 10' x 10' Space \$75.00

**VENDOR SET-UP TIMES** Vendors will be assigned a set-up time based on their placement. Event Staff has sole discretion as to placement. Set-up will take place between 7:30 and 9:45am; all vendors will be required to be set up by 9:45am. Vendors requiring additional set-up time (as indicated on the Vendor Application) will be given earlier set-up times.

**VENDOR APPLICATION DEADLINE** **THURSDAY, AUGUST 31, 2023**

**SUBMIT**

1. Complete application at [www.somachristmasmarket.com](http://www.somachristmasmarket.com)
2. Picture of set-up
3. Picture of products you will be selling
4. Submission of application does NOT guarantee acceptance



## APPROVAL

Vendors will be contacted via email beginning Monday, August 21st with Approval or Wait List. Submission of application does NOT guarantee acceptance. Acceptance is determined by Event Staff in their sole and complete discretion and their decision is final.

The SoMa Christmas Market will accept the following types of vendors:

Original art, crafts & handmade items  
Prepared foods and food trucks

The following types of vendors will NOT be accepted or considered:


Lead acquisition-focused businesses  
Commercially made goods (re-sellers)  
Political, illegal or stolen goods

## INSURANCE

Once approved, payment and Certificate of Liability Insurance (COI) will be due by FRIDAY, SEPTEMBER 29, 2023. Sample COI will be provided indicating information required. (Minimum \$1,000,000 General Liability insurance) ALL VENDORS MUST HAVE INSURANCE!

## VENDOR RULES & REGULATIONS

- Vendor stands MUST be open and adequately staffed during Market hours.
- Only items listed on/attached to application are allowed to be sold.
- ANY food item meant for immediate consumption is classified as a Food/Concessions Vendor (such as: cupcakes, coffees, popcorn, cotton candy, etc).
- Business may only be conducted inside or directly in front of the vendor's space. No moving solicitation.
- Booth sharing is NOT ALLOWED.
- All Vendors must be properly licensed to do business in the City of Harrisburg. Apply here for a Special Event License from the City of Harrisburg.
- All Vendors are responsible for handling their own change, currency and securing their cash box.

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- There will be a fee assessed for access to electricity; be sure to note on the Vendor Application if you require electricity. NO DAY-OF ELECTRICITY REQUESTS WILL BE HONORED. Battery power is preferred.
  - All vendors are expected to conduct themselves in a professional and courteous manner when interacting with Market customers, organizers, staff, volunteers and fellow vendors. Aggressive and inappropriate conduct and/or any physical contact will result in immediate removal from the Market by security personnel.
  - NO weapons of any kind will be permitted.
  - Vendors must provide their own 10' x 10' tent as protection against the weather. Please note that no anchors may be inserted into the streets or sidewalks; but tents should be weighted to withstand the elements.
  - All vendors must provide their own tables and chairs. All items must fit inside the 10'x10' area assigned to them.
  - Any vendor operating a generator MUST use a quiet generator (30' parameter < 80 dB) which must be capable of running up to 5 hours without refueling. Any noncompliant or loud generators WILL be turned off.
  - Vendors will receive one trash bag upon check-in to use during the Market. If trash items do not fit in the trash bag, the vendor will be required to take any excess trash with them upon departure. Leave the trash bag in the center of the space upon departure. Event Staff will collect all trash bags at the end of the event. Vendors should not use trash containers on the street/sidewalks.
  - Vendors will be responsible for ensuring the safety and security of their goods and valuables. If assistance is needed during the Market, please contact the Event Staff. Contact information will be available at the check-in site.
  - Vendors will be allowed to park in the area temporarily to unload their goods at their space; Event Staff/Volunteers will be available to stay with the goods while the Vendor then leaves to park their vehicle for the day. No vehicles will be permitted to park along South Third Street during the Market (with the exception of approved food trucks).
  - Vendors should be prepared for cold weather.
  - In the event of severe weather, Event Staff reserve the right to move the Market to an indoor location. Vendors will be notified as soon as possible if that occurs.