



2022 Vendor Application

APPLICATION DEADLINE: December 5, 2022

About the Event

DATE: Saturday, December 10, 2022, from 3 pm to 8 pm and Sunday, December 11, 2022, from 1 pm to 6 pm.

THE MISSION: To gather the Norristown community, neighboring cities, and townships together in celebration of the holiday season in the heart of Montgomery County. The Winter Holiday Fair is sure to become an annual community favorite.

EVENT DESCRIPTION: The Fair will present two days of enchanting festivities to delight visitors of all ages. The downtown festival will showcase carnival rides and games, free ice skating and skate rental, food trucks, outdoor seating and fire pits, vendor merchants, a shopping village just for children, free gift wrapping, an outdoor bar featuring holiday cocktails, live music, and even more.

Participating as a Marketplace Vendor

THE FEE TO PARTICIPATE FOR:

- **Mobile Food Truck – Annual Municipality License OR \$50 Single Day License Fee**
<https://www.norristown.org/DocumentCenter/View/1957/Mobile-Food-Vendor-License>
- **Non-Food Merchants & Businesses – Business License OR \$50 Merchant License Fee**
<https://www.norristown.org/DocumentCenter/View/1671/Form-108A---Transient-Merchant-License>
- **Each Non-Food Merchant or Business vendor will be provided a 10 x 10 tented space but must provide their own: table, chairs and signage.**
- **All vendors are required to participate for the full extent of the event.**
- **Fees can be paid by check or credit card.**
- **All participating vendors are expected to possess current copies of all applicable licenses and permits.**

License Applications are also available online at www.norristown.org or by visiting the Finance Department on the first floor of Norristown Municipal Hall. The Municipality of Norristown reserves the right to refuse the leasing of a vendor for products or services which, in its opinion, are not in the best interest of this event.

For more information contact: Tracie Henry, Special Events Coordinator at thentry@norristown.org. Completed application may be returned by email to or by mail to:

**Municipality of Norristown
Attn: Norristown's Winter Holiday Fair
235 East Airy Street | Norristown, PA 19401**

Event Contact: Tracie Henry – thentry@norristown.org

**WINTER HOLIDAY FAIR
VENDOR APPLICATION**

CONTACT INFORMATION *Please type or print clearly:*

Business Name _____

Type of Product _____

Address _____

City _____ State _____ Zip _____

Main Phone _____ Fax Number _____

Key Contact Name _____ Title _____

Key Contact Work Phone _____ Key Contact Cell Phone _____

Key Contact Email _____

Please write **EXACTLY** what type of product or information you will be providing. The selection of vendors is under the full discretion of the Municipality of Norristown.

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

APPLICATION CHECKLIST *Have you included?*

Copy of Vendor Application

Check made payable to: Municipality of Norristown

Copy of your valid Business License or One Time Merchant License (if you are a craft/non-food vendor)

Copy of your valid Mobile Food Truck License (if you are a food vendor)

I have read this vendor application for **Winter Holiday Fair**. I hereby agree that if my business is selected for participation, I will abide by all rules, regulations, requirements and laws of the Municipality of Norristown, and its partners. I understand that my failure to do so will result in my disqualification for participation in **the Winter Holiday Fair**.

(Print) Name of Business Representative

Signature of Business Representative

Event Contact: Tracie Henry – thenry@norristown.org