



DICKENS VILLAGE FESTIVAL
PO BOX 521, GARRISON, ND 58540
WWW.DICKENSFESTIVAL.COM

"Christmas Capitol of North Dakota"

Dear Potential Piccadilly Square Vendor,

The Dickens Village Festival Committee in Garrison, ND is gearing up for another great year! We are excited to consider you to be a part of our 31st Festival in the "Christmas Capitol of North Dakota." The dates for the 2024 Festival are: November 29-30, December 6-7, 13-14.

We ask that all vendors, new or returning, read over the enclosed Rules & Regulations carefully before completing the application. Please note that all requests are based on a first come first serve basis guided by the Rules & Regulations, and space is limited. Applications are accepted starting today by mailing to: **Dickens: Piccadilly Square, PO Box 521, Garrison, ND 58540.**

After 2023's show, we are making a couple of changes for the Piccadilly Square: Friday and Saturday Show Hours will open at **Noon until 7 PM.** Jessica Seidler has stepped down from her position as coordinator for the Vendor Show and I will be the new coordinator. We will also continue to reserve 5 booths specifically for new vendors. **Victorian Dress will be required of our vendors in keeping with the spirit of "Dickens" with a rebate of \$25.00 per day rental fee for observing this rule (paid after the festival).**

If you have any additional questions, please do not hesitate to contact me by phone at 701-463-2345 or by email at dickens@dickensfestival.com.

We are looking forward to another great festival and we hope you will be a part of it. Thank you for your interest in participating!

Sincerely,

Amber Klingbeil

Director, Dickens Village Festival



**2024 PICCADILLY SQUARE APPLICATION
DICKENS VILLAGE FESTIVAL
NOV. 29-30, DEC. 6-7, 13-14, 2024
WWW.DICKENSFESTIVAL.COM • PO BOX 521, GARRISON, ND 58540**

BUSINESS CONTACT INFORMATION

CONTACT NAME:	PHONE #:
BUSINESS NAME:	EMAIL ADDRESS:
MAILING ADDRESS:	
SALES TAX ID #:	WEBSITE ADDRESS (If applicable):

Please check how we may correspond with you: Mail E-Mail Telephone

DESCRIPTION OF ITEMS TO BE SOLD:

1ST TIME VENDOR *(Must include or email pictures of the items you intend to vend.)*
 RETURNING VENDOR

WEEKEND SELECTION: PLEASE CHECK EACH WEEKEND YOU WOULD LIKE TO ATTEND.

ALL BOOTHS ARE APPROXIMATELY 10' X 8' AND INCLUDE 2 CHAIRS & 2 TABLES.
ALL VENDORS ARE ALLOWED TO RESERVE 1 BOOTH. Double booths will only be allowed based on availability. If you are interested in upgrading, please make note on application but **do not** send payment for additional booth.

<input type="checkbox"/> 1 ST WEEKEND: NOV 29-30	\$100.00
<input type="checkbox"/> 2 ND WEEKEND: DEC. 6-7	\$100.00
<input type="checkbox"/> 3 RD WEEKEND: DEC. 13-14	\$100.00
<input type="checkbox"/> ALL THREE WEEKENDS	\$275.00 <i>(Save \$25!)</i>

\$5.00 ELECTRICITY FEE *(If needed, limited availability)*
 APPLICATION MUST BE POSTMARKED NO LATER THAN SEPT. 27TH OR A \$25.00 LATE FEE WILL BE CHARGED.

TOTAL BOOTH RENTAL COST: \$_____ *(Checks payable to: Dickens Village Festival)*

The Dickens Village Festival does not assume responsibility for loss, damage or theft of craft items. Each vendor is responsible for collecting and reporting the applicable state and city sales tax. I have read and agree to the terms set forth in the Dickens Village Festival Piccadilly Square Rules & Regulations and agree to abide by them.

SIGNATURE: _____ DATE: _____

Official Use Only- Leave Blank
 Date Received: _____ Check #: _____ Total Amount Paid: \$ _____ Booth #: _____
 Notes:



2024 PICCADILLY SQUARE RULES & REGULATIONS DICKENS VILLAGE FESTIVAL

NOV. 29-30, DEC. 6-7, 13-14, 2024

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REGISTRATION:

Applications are accepted by mail starting TODAY. All new applicants must include or email photos of the items they intend to vend to determine if their product fits the Piccadilly Square guidelines. Upon acceptance into the show and full payment made, a confirmation postcard will be sent to you with the show information. Vendor booths are on a first come, first serve basis. All returning vendors are not guaranteed their same booth space.

PAYMENT:

Full payment is required with application. All applications must be postmarked no later than September 27th or a \$25.00 late fee will be charged. **Refunds:** In the case of cancellation before September 27th, 30% of your booth rental will be withheld. Refunds will be handled on a case-by-case basis after September 27th.

SALES TAX:

Exhibitors are responsible for collection & remittance of the 7% Sales Tax (5% ND State Tax + 2% Garrison City Tax) on all sales made during the Dickens Festival. Visit www.nd.gov/tax/salesanduse for further information.

EXHIBIT CONTENT AND MANNER OF USE:

1. All products sold must be handcrafted or unique to maintain the historic atmosphere and quality workmanship of the festival. Direct sale companies and completely manufactured goods are prohibited. The festival committee reserves the right to make decisions relative to the show's content and reserves the right to reject exhibits which it deems unsuitable to the show or for any reasons we see fit.

2. **MANDATORY:** All exhibitors are responsible for the decoration of their booth & display as well as personal costuming to keep with the Victorian theme (**no jeans or sweatshirts**). Each booth is in charge of providing their own signage. Vendors must clear their own space, remove decorations, and clean up any trash prior to vacating. (*Victorian Costuming Ex: Men includes black dress pants, white button up shirt, black vest and/or jacket and optional top hat. Women includes floor length dress or skirt and blouse/ button up shirt with optional hat.*)

3. To provide a unique shopping experience with a variety of vendors, exhibitors will only be allowed to purchase single booths. If availability allows, an additional booth may become available to vendors.

4. Booths requiring electricity will be charged an additional \$5 flat fee. Vendors will be responsible for supplying their own extension cords & power strips. Keep in mind that you will be sharing outlets and please try not to overtax the electrical system. The use of deep fat fryers is prohibited with the exception of the kitchen.

5. Shopping bags will not be provided. We recommend bringing your own, but store logo bags will be **prohibited**.

6. Demonstrating your work is encouraged to add to the shopping atmosphere.

7. Operating times are NOON- 7PM each Friday & Saturday. It is expected that all vendors will adhere to the Piccadilly hours. In case of inclement weather, safety is important to us, however it is the vendor's responsibility to make arrangements to be present or have their booth manned during the hours unless the festival committee cancels. If a vendor does not comply, a fine of \$20 will be imposed.

8. Exhibitors may leave their booths up during the consecutive weekends that they are vending. The Piccadilly Square area will be locked by city officials when not in use, but neither the Dickens Village Festival nor the City of Garrison shall be held responsible for lost or stolen property. Parking for vendors is available in the Community Parking lot east of the Auditorium (please leave the lot connected to the aud. for our guests).

9. The Dickens Committee reserves the right to refuse booth space to those individuals not complying with the rules and regulations. They have been written for the purpose and intention of providing a well-balanced, well regulated, attractive, and successful event.

**** By signing the application form, you agree to the above terms.**