

HELENA CIVIC CENTER
340 Neill Avenue – Helena, MT 59601

Contact us by email at civiccenter@helenamt.gov or call 406-447-8481

Registration for the **2024 Helena Civic Center Holiday Market** opens at 9:00 AM Monday, June 17, 2024!

Show Date/Details:

- Saturday, 11/2 9:00 AM – 4:00 PM
 - Saturday, 11/9 9:00 AM – 4:00 PM
- *Vendors may sign up for one date only

Registration: Applications and booth assignments are processed in the order in which they are received.

Confirmation Process: Your payment will be processed if/when your space is confirmed. Confirmations will be sent via email.

Marketing: Significant marketing resources have been budgeted for the 2024 Holiday Market including ads on radio, Facebook, Instagram, and Posters. Please provide social media/website/contact information with your registration form.

Refund Policy: A refund will only be provided if cancellation request is received at least two weeks prior to the date of Market. No refunds for cancellation due to weather.

- **Booth Rental Information**

- Booth Rental rate: \$100 per space, or \$115 per space if application is received after October 18, 2024
- Vendors are responsible for any display equipment and merchandise. The Helena Civic Center is not responsible for loss, theft, or damage
- Each vendor receives two free admissions per booth/per team (please DO NOT exceed two people per booth)

- **Space Details** - See attached maps for reference, noting the booth space dimensions

Though not guaranteed, we do our best to place you in requested booth/space(s)

- Indicate your preferred number of space(s) on your application
- Two chairs and one 8' x 2.5' table are provided per space
- If you need a wall for merch display, select an upper-level booth
- Most, but not all, spaces have access to power. On your registration form, please indicate if you require power as a part of your booth setup
 - Venue Ops staff will help with power and securing cables during set-up
 - Fire Code requires the use of UL rated power strips, not extension cords
 - No damaged/frayed extension cords/power strips are allowed

- **License Requirements**

- Vendor is responsible for obtaining all required licenses for Market, including but not limited to:
 - Licenses for use of material that is subject to copyright protection
 - City of Helena business license
 - County Health Department permit for service of food - food vendors must contact the City/County Health Department at 406.447.8361 or 406.447.8352
 - State and City licenses for service of alcohol.

*Vendor must have any such licenses available for inspection at City's request

- **Set-up and Load-in**
 - The Market is open to the public from 9am – 4pm. Booths must be open until the Market officially closes
 - Load-in/Set-up Times
 - 11/2 Market: Friday, 11/1/24 from 10am – 2pm or 3pm – 7pm (Choose one)
Saturday, 11/2/24 from 7am – 8:45 am
**Please indicate set-up date/time preference on application*
 - 11/9 Market: Friday, 11/8/24 from 10am – 2pm or 3pm – 7pm (Choose one)
Saturday, 11/9/24 from 7am – 8:45 am
**Please indicate set-up date/time preference on application*

- **Parking**
 - Vendor parking is available at the Great Northern Town Center Parking Garage and is free on weekends **beginning Friday at 5:00 pm (there is a charge for parking before 5:00 pm)**
 - To ensure parking is available for shoppers, please move your vehicle(s) from Civic Center “main lot” prior to the start of the market

*Large trailers are not permitted in the garage

 - **Vehicles without ADA tags/plates will be ticketed/towed if parked in designated ADA parking areas – THIS INCLUDES LOAD-IN AND LOAD-OUT**

Contact Us

Natasha Hoover – Office & Events Coordinator, Helena Civic Center

- Email: nhoover@helenamt.gov
- Phone: (406) 447-8481 Monday-Friday 9am-4pm

Spaces will be designated by number and are non-transferable. Failure to comply with your assigned space constitutes grounds for removal. The City of Helena has full authority in any cases of noncompliance, and the City of Helena’s decision is final. For Fire/Safety concerns, proper aisle ways must be maintained at all times. Merchandise will not be allowed next to, or on the railings of the mezzanine.

RECEIVING THIS LETTER DOES NOT GUARANTEE YOU A SPACE. SPACES WILL BE RESERVED WHEN YOUR REGISTRATION FORM AND PAYMENT ARE RECEIVED AND PROCESSED. THE CIVIC CENTER RESERVES THE RIGHT OF FINAL DETERMINATION REGARDING THE SUITABILITY OF EXHIBIT MERCHANDISE, AND FURTHER RESERVES THE RIGHT TO DETERMINE THE NUMBER OF AND TYPES OF MERCHANDISE ALLOWED.

Nondiscrimination: For any event that is open to the general public User agrees that User will not refuse, withhold from, or deny any person admission to such an event on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, sex, pregnancy, childbirth or medical condition related to pregnancy or childbirth, sexual orientation or expression, political beliefs or affiliation, genetic information, veteran status, culture, social origin or condition, or ancestry.

ADA NOTICE: The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City’s services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City’s meetings, services, programs, or activities should contact the City’s ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623

2024 Helena Civic Center Holiday Market Vendor Registration Form

HELENA CIVIC CENTER

340 Neill Avenue – Helena, MT 59601

Contact us by email at civiccenter@helenamt.gov or call 406-447-8481

CONTACT NAME: _____ BUSINESS NAME: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

MAILING ADDRESS: _____

SOCIALS: _____

(Providing this information grants Helena Civic Center permission to share this on our website/Facebook page)

DESCRIPTION OF MERCHANDISE (include corporate name if direct sales related):

Please indicate the following:

of Spaces: ____ **# of Tables:** ____ **# of Chairs:** ____ **Power required?** ____

Limit of two spaces One table provided per space Two chairs provided per space

PREFERRED BOOTH NUMBER(S) (See attached maps): _____

REQUESTS / ACCOMMODATIONS: _____

Preferred Market date:

Saturday, 11/2/24

Saturday, 11/9/24

Please choose a load-in/set-up date/time:

Saturday, 11/2/24

Friday 10am – 2pm

Friday 3pm – 7pm

Saturday 7am – 8:45am

Saturday, 11/9/24

Friday 10am – 2pm

Friday 3pm – 7pm

Saturday 7am – 8:45am

Total: \$ _____

\$100.00/space, or \$115.00/space if submitted after October 18, 2024

Preferred method of payment:

Credit Card (you will receive a Square invoice + payment link at the email address listed above)

Check (mail or direct delivery)

Cash (must be dropped off in person with your application to the Helena Civic Center)

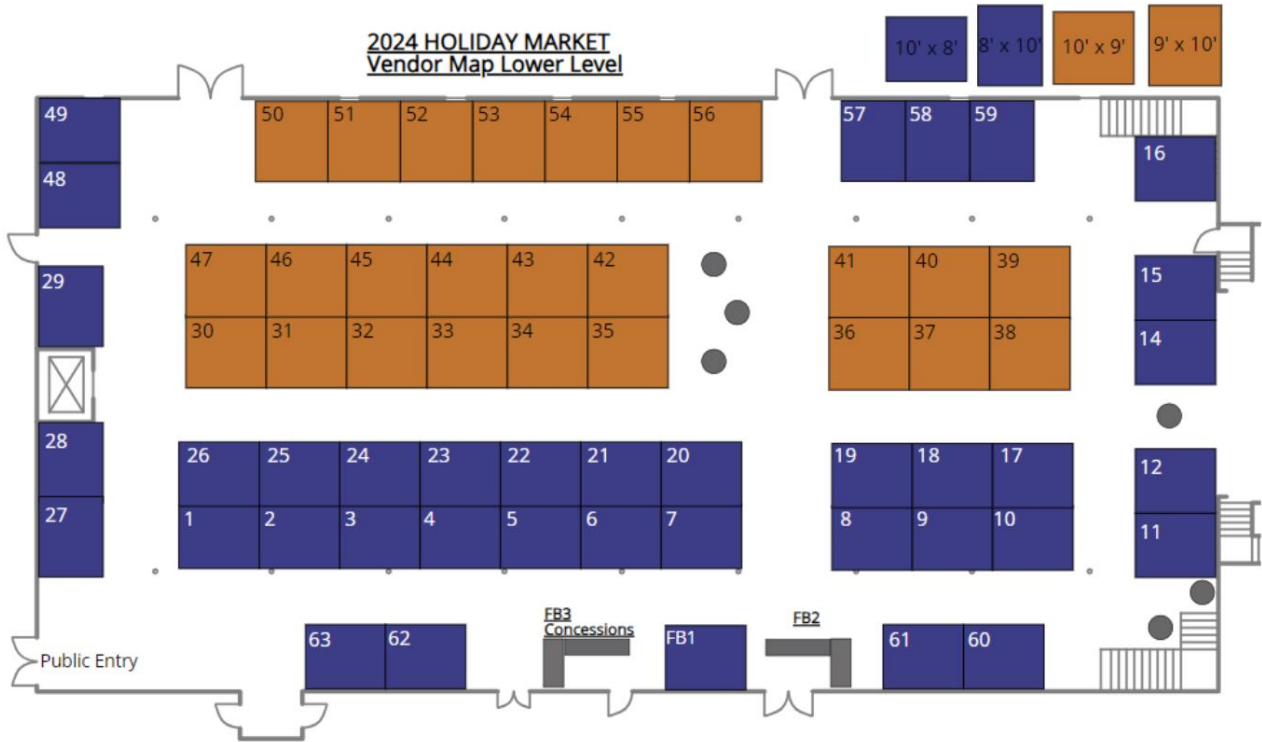
Hold Harmless and Indemnification: Vendor agrees, to the fullest extent permitted by law, to protect, defend, hold harmless, and save the City, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damages, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of the Vendor or Vendor's agents, employees, officers, representative, assignees, or invitees, in connection with this event. City agrees, to the fullest extent permitted by law, to protect, defend, hold harmless, and save the Vendor, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damage, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of the City or City's agents, employees, officers, representative, assignees, or invitees, in connection with the event. Vendor agrees that City bears absolutely no responsibility of liability for any and all losses, damages, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from User's failure to obtain all required licenses as stated above. Vendor agrees to comply with all applicable federal, state and local laws, ordinances, rules & regulations, including the safety rules, codes and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA.

Signature: _____

Date: _____

Completion and submission of this form constitutes full understanding and agreement to comply with the rules and regulations set forth for this sale and does not guarantee a space.

**2024 HOLIDAY MARKET
Vendor Map Lower Level**



**2024 HOLIDAY MARKET
Vendor Map Upper Level**

