



# Pendleton Christmas Market - Vendor Information



Applications accepted July 1- August 1.

*\*All accepted vendors will be notified by August 15. All fees are due by August 20, 2026 and will be invoiced. Payments can be made online by card or at Town Hall by cash/check/card (310 Greenville St.)*

## EVENT LOGISTICS

**LOCATION:** 105 Exchange St, Pendleton, SC 29670. We will set up on the historic Village Green between Exchange St and Mechanic St. The large, lit Christmas Tree and historic Farmers Hall will form the market's barrier.

**DATES** - November 27 & 28, December 4 & 5, December 11 & 12 2026

**OPERATING HOURS** - 4:00PM - 8:00PM

- Vendors must be present during the entire event and must staff their space during operating hours. Exhibitors/Vendors must stay for the duration of the Market. All exhibitors/vendors are required to operate both Friday and Saturday.

**VENDOR SPACE** - Vendors will be assigned a location. Vendors will be placed in accordance with availability and at the event organizers' discretion.

- Please note that vendor spaces can only be rented for an entire event weekend period.
- All vendors must be open during the entire event.

**SET UP** - For Friday evening Markets, set up begins at 2:00pm. For Saturday evening Markets, set up begins at 2:30pm. All set up should be complete by 3:30pm. Only final touches from 3:30pm-4:00pm.

**UNLOADING** - You may park on Exchange and Mechanic Street for load in only.

**PARKING** - Please relocate after load-in to East and West Main Street, Broad Street, and identified lots.

**TEAR DOWN** - All vendor items for sale should be taken with them overnight. Tents will be allowed to remain up between the Friday and Saturday evening markets if you bring weights

**ELECTRICITY** - Bring your own power strips and extension cords. Each 10x10 tent will share one 20-amp circuit with another tent.

**TABLE** - Bring your own tables and tablecloths. No tables will be provided.

## LOOK AND FEEL REQUIREMENTS

**TENT** - One 10'x10' white canopy tent is required. **No other color will be accepted.** Sides are optional. Tent weights are recommended.

**SIGNAGE** - Each company should provide signage with logo and company information.

**PRESENTATION**-All equipment, merchandise, fixtures and signage must remain within your allotted space, unless otherwise discussed with the Market Manager.

**CHRISTMAS LIGHTS** - White Christmas lights only. All lighting must use LED bulbs.

**DECOR** - We request that you add additional Christmas Décor. Vendors are encouraged to furnish and decorate your tent to the best degree possible to enhance the village's appeal.

**OTHER LIGHTING** - Clamp lights with LED bulbs are recommended. Remember this is a nighttime event.

**PROFESSIONALISM** - All vendors are expected to act professionally and strive to make the market enjoyable for all visitors. The Pendleton Christkindlmarkt reserves the right to ask vendors to remove any unapproved services, appearances, activities and/or demonstrations.

**TIDINESS**-Vendors are responsible for maintaining and leaving their area free of trash. Trash roll cart will be available for clean up. Exhibitors/Vendors will dispose of packaging material, trash and refuse regularly, and if applicable, will sort materials into appropriate collection receptacles.

## SAFETY AND LIABILITY INFORMATION

**HEATERS** - No portable electric heaters will be allowed.

**KEROSENE HEATERS**- The use of kerosene heaters is permitted only during periods of extreme cold and is at the vendor's own risk. Vendors are solely responsible for the safe operation of any heating device used within their booth.

To ensure the safety of all visitors, vendors, and property, the following requirements must be followed:

- Kerosene heaters must be placed outside the tent whenever possible and positioned well away from tents, flammable merchandise, decorations, and other combustible materials.
- All heaters must be placed on a stable, non-combustible surface and located where they will not obstruct walkways or create a tripping hazard.
- A fully charged, readily accessible fire extinguisher is required at any booth using a kerosene heater.
- Only manufacturer-approved fuel may be used. Refueling must be done only after the heater has been turned off, allowed to cool completely, and away from any ignition source.
- Heaters may never be left unattended while operating.
- Vendors must operate heaters in accordance with the manufacturer's instructions and all applicable fire and safety regulations.
- The Town reserves the right to require the removal of any heater that is deemed unsafe or is being operated in an unsafe manner.

Failure to comply with these requirements may result in the immediate removal of the heater or revocation of the vendor's participation without refund.

**INCLEMENT WEATHER** - We will close the Christmas Market only in extreme weather or dangerous conditions. A rain call will be made by 2:00pm the day of in the case of rain. We will operate in the cold or snow.

**LICENSING & SCDA**- Vendors are bound to abide by the laws of the State of South Carolina.

Exhibitor/Vendor is responsible for obtaining applicable permits or licenses required by law and shall abide by all federal, state and local laws and regulations including local taxing authorities. All food products must be prepared in a SCDA approved/certified kitchen. Food truck/tents will be required to submit a food truck agreement prior to the event.

**LIABILITY INSURANCE**-The Pendleton Christkindlmarkt does not carry insurance to cover individual Market participants or their products. Vendors should ensure liability insurance for the products they sell.

## GENERAL TERMS AND CONDITIONS

- All applicants must upload photos of their holiday tent setup and merchandise display showcasing the products they intend to sell. These photos will be used by the selection committee to evaluate and choose vendors for each market weekend. Applicants are encouraged to submit high-quality images that best represent their work and overall presentation.
- Applicants consent to receiving communications from or on behalf of Pendleton Christkindlmarkt via telephone, email, or at the telephone number(s) and email address(es) indicated on the application.
- Awarded spaces are non-transferable and non-refundable.
- As consideration for participation in the Pendleton Christkindlmarkt,
- Sponsors/Exhibitors/Vendors permit The Town of Pendleton Pendleton Christkindlmarkt, and its agents, contractors, and any other persons or entities acting on its behalf, to use (a) logos, images and information submitted with this application and (b) any photographs, videos, recordings and any other record of the Pendleton Christkindlmarkt for any legitimate promotional purpose.
- Any last-minute cancellations / no show vendors will result in ineligibility in next years market.
- Exhibitors/Vendors must adhere to the following Pendleton Christkindlmarkt and Town of Pendleton rules:
  - NO Pets (Except Service Animals)
  - NO Tobacco / Vapes or Tobacco Glassware
  - NO Firearms

- NO Illegal Drugs

**Payment:**

- Space reservation fees are paid by cash, check, or online payment and are due upon acceptance. (\$100 for each weekend + 3% card processing fee if paid online/card ). You will receive an online invoice to the email provided on the application.
- No refunds will be given.
- After vendor receives approval, payment must be received no more than 3 business days after receiving your invitation to participate

Please reach out to Market Manager, Lindsey Watley with any questions!

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