



On behalf of the Junior League of Charlottesville, we invite you to apply to the 17th annual Mistletoe Market hosted virtually from **November 6- November 8, 2020**. JLC Mistletoe Market is a holiday gift market featuring artisans, craft makers, and vendors from Charlottesville and the surrounding area. This year we are hosting our event completely online! Our vendors offer holiday shoppers a great selection of clothing, jewelry, gifts, toys, gourmet foods, home furnishings, and more.

We're looking forward to welcoming back past merchants as well as the opportunity to work with new ones. We are pleased about the new virtual aspect of the event. We are looking forward to neighbors from all over to be able to participate.

Proceeds raised from Mistletoe Market support the Junior League of Charlottesville and the work we do. We are an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. This year we hope to extend our reach, and your participation in Mistletoe Market helps ensure our continued service in our community.

The enclosed packet covers the application process, logistics, and other important information. Should you have questions after reviewing this packet, please reach out via e-mail to the address below. We look forward to a spectacular Mistletoe Market. We cannot wait to work with you this year!

Warm regards,

Allison Kiser
2020 JLC Mistletoe Market Chair
Vendor@jlcville.org

EVENT INFORMATION

Important Dates

Application Deadline & Last Date for Changes: October 8, 2020

Virtual Shopping Experience: November 6-8, 2020

Payments Due to JLC: No later than November 13th.

Virtual Shopping Experience

Our virtual shopping experience will be held on November 6th, 7th, and 8th. You must have a pre-existing website or online shop. To be able to participate in the virtual experience, vendors will sign this contract agreeing to **donate 10%** of their proceeds from the virtual shopping experience to the Junior League of Charlottesville. Merchants will be able to keep track of who is shopping in support of Mistletoe Market through the shopper's code JLCMTM.

We will be creating a page where our shoppers can access the virtual event and find links to the participating vendors' webpages. The JLC will be marketing the event within our membership and our community.

TERMS & CONDITIONS

- For your vendor application to be considered, you must submit the following: completed application and three images of products (may be e-mailed).
- The number of similar vendors will be limited. Please give the best possible description and photos of your wares/services to help us make those determinations.
- Confirmations/rejections will be sent to vendors via e-mail. Please make sure the e-mail address listed on the application is accurate.
- Vendors who have been accepted will receive a detailed Merchant Information Packet via e-mail.
- All participating vendors will be given a "Merchant Spotlight" on the Mistletoe Market social media as well as listed on the event page on JLCville.org and Shopper's Guide. We ask that you reciprocate by sharing the event with your customer base.
- Cancellations must be made in writing by October 8, 2020. Any change to your request must be made by October 8, 2020.

MERCHANT APPLICATION

Contact Person: _____

Name of Business: _____

Phone: (_____) _____

E-mail: _____

Mailing Address: _____

City/State/Zip: _____

Website: _____

Facebook Page: _____

Have you previously been a vendor at Mistletoe Market?

- No
- Yes – If yes, what year(s)? _____

Are you a member of the Junior League?

- No
- Yes – If yes, which league? _____

Category – Check *ONE* category that best fits your entry.

- Food/Drinks
- Holiday/Seasonal
- Home Interiors
- Jewelry
- Pets
- Clothing
- Gifts
- Photography/Art
- Stationary
- Men's Clothing/Gifts
- Children's Clothing/Gifts
- Specialty Women's Clothing/Accessories

Description of Goods – *Please be as detailed as possible.*

Price Point \$_____ to \$_____

TO SUBMIT YOUR APPLICATION

E-mail vendors@jlcville.org:

- Three images of your wares
- Completed application

Then: (After the event)

- Submit payment online at <https://www.paypal.me/jlcville> or mail checks to: Treasurer, JLC, 2114 Angus road, Suite 235, Charlottesville, VA 22901 with MTM and your business name in the memo. Please note that refunds for payments made via Paypal will incur a \$25 processing fee.

PAYMENT

Please submit your secure payment for the total amount due to <https://www.paypal.me/jlcville> or mail checks to: Treasurer, JLC, 2114 Angus road, Suite 235, Charlottesville, VA 22901, to complete your application. Make sure to note MTM and the name of your business in the comments section at checkout or in the memo of your check. *If you are not selected as a merchant, your payment will be refunded. Please note that refunds for payments made via Paypal will incur a \$25 processing fee.*

I (we) the applicant(s), do expressly release the Junior League of Charlottesville from any and all liability for any damage, injury, or loss to any person or good which may arise. I (we) also permit the usage of my website, contact information, and pictures to be used for marketing the event and sharing with other Junior Leagues. I have read and understand and agree to all of the terms and conditions contained in the Merchant Application Packet. I understand that this is an application only and is not a contract or an offer of a contract.

Signature: _____

Date: _____