

LIGHTS BY THE MOUNTAINSIDE

Winter Market Vendor Information & Guidelines

Presented by the Western Maryland Jaycees

Thank you for your interest in participating in the Lights by the Mountainside Winter Market! We're excited to bring local businesses, makers, and food vendors together for a festive holiday shopping experience. Please review the following information and guidelines carefully to help ensure a safe, successful, and enjoyable event for everyone.

1. EVENT DETAILS

Date: December 19, 2026

Time: 6:00 PM–9:00 PM

Location: Allegany County Fairgrounds

Indoor Venue: Multipurpose Building

The Winter Market will feature indoor craft and merchandise vendors, along with outdoor food trucks.

The Multipurpose Building will be locked and guarded outside event hours. Vendors may leave their merchandise and displays inside overnight at their own risk.

2. VENDOR APPLICATION & APPROVAL

- All vendors must submit an application through the official Google Form.
- The Western Maryland Jaycees reserve the right to accept or reject any vendor application.
- Submission of an application does not guarantee acceptance.
- Vendor fees are due upon application approval.
- Vendors should consider their spaces confirmed only after their applications have been approved and any applicable fees have been paid.
- Vendors must accurately describe the products or services they intend to sell.

3. VENDOR SPACES & FEES

The following space options are available:

Vendor Type / Space	Fee	Location
Food Trucks	FREE	Outdoors
10' × 10' Vendor Space	\$20	Indoors
10' × 20' Vendor Space	\$40	Indoors

Indoor Vendor Guidelines:

- Vendors are responsible for providing their own tables, chairs, displays, decorations, and other necessary equipment.
- Tents are permitted but not required.
- All displays and equipment must fit within the assigned space.
- Vendors must not obstruct walkways, neighboring vendors, entrances, exits, or emergency access areas.
- Space assignments are determined by event organizers. Vendors may not relocate or expand their assigned spaces without approval.

Electricity:

- Electricity is available inside the Multipurpose Building for vendors who need it.
- Vendors should communicate their electrical needs during the application process so arrangements can be made in advance.
- Vendors are responsible for bringing any necessary extension cords and ensuring electrical equipment is used safely.

Food Trucks:

- Food trucks will be located outdoors in designated areas.
- Food trucks must provide their own power source. Outdoor electrical hookups will not be provided.

4. VENDOR SETUP & BREAKDOWN

Setup Schedule

- **December 18:** 9:00 AM–5:00 PM
- **December 19:** 9:00 AM–5:00 PM

Vendors must complete setup within the designated hours and be ready to welcome customers before the market opens at 6:00 PM on December 19.

Breakdown Schedule

Vendors may choose either of the following breakdown windows:

- **December 19:** Immediately following the conclusion of the event.
- **December 20:** 9:00 AM–5:00 PM.

All merchandise, equipment, decorations, and trash must be removed during the approved breakdown period.

Important Setup & Breakdown Guidelines

- **Early teardown is strictly prohibited.** All vendors must remain open and operational for the entire event, from 6:00 PM until 9:00 PM.
- Vendors may not begin packing up, dismantling displays, or removing merchandise before the event concludes unless specifically authorized by event organizers.
- Vendors choosing to leave their displays overnight may do so knowing that the Multipurpose Building will be locked and guarded outside event hours. However, vendors remain responsible for their own property.
- Vendors must follow all instructions from event organizers regarding setup, vehicle access, and breakdown.

5. PARKING & UNLOADING

- Indoor vendors may park and unload behind the Multipurpose Building.
- Vendors should unload merchandise and equipment efficiently and move their vehicles to designated parking areas once unloading is complete.
- Food trucks must follow event organizers' instructions regarding designated outdoor placement and vehicle access.
- Access roads, entrances, exits, and emergency access areas must remain clear at all times.

Additional parking instructions may be provided before the event.

6. VENDOR ELIGIBILITY & MERCHANDISE

The Winter Market is a **family-friendly event**. All vendors, merchandise, displays, and activities must be appropriate for guests of all ages.

- Vendors may only sell products or provide services approved as part of their application.
- Vendors must accurately represent their products and services.
- Vendors are expected to conduct themselves professionally and treat customers, fellow vendors, volunteers, and event organizers respectfully.
- The Western Maryland Jaycees reserve the right to require the removal of any merchandise, display, or activity deemed inappropriate or inconsistent with the event's family-friendly atmosphere.

- Vendors must comply with all applicable local, state, and federal laws and regulations.

7. BOOTH STAFFING & ATTENDANCE

- **A representative must be present at each vendor booth at all times during the event.**
- Vendors are responsible for arranging their own breaks and ensuring continuous booth coverage.
- Vendors must remain open and operational for the full duration of the Winter Market.
- Vendors may not leave their assigned spaces unattended or close their booths early without prior approval from event organizers.

8. FOOD TRUCKS & FOOD VENDORS

Food trucks are welcome at the Lights by the Mountainside Winter Market at no charge.

Please review the following requirements:

- Food trucks will operate outdoors in designated locations at the Allegany County Fairgrounds.
- Food truck operators must follow all placement, parking, and safety instructions provided by event organizers.
- **Food trucks must provide their own power source. Outdoor electrical hookups will not be provided.**
- Vendors are responsible for bringing all equipment and supplies necessary for their operations.
- Food preparation, storage, handling, and service must be conducted safely.
- Vendors must properly dispose of grease, cooking oil, wastewater, food waste, and trash. Disposal on event grounds is prohibited.
- Food trucks are not required to submit permits to the Western Maryland Jaycees as part of the event application. However, vendors remain responsible for complying with all applicable legal and regulatory requirements.

Generator Safety: Generators must be operated outdoors, away from enclosed spaces and building openings, to prevent carbon monoxide exposure. Vendors must position and operate generators safely without obstructing walkways or creating hazards for attendees.

9. ELECTRICITY & GENERAL SAFETY

To help keep the Winter Market safe and enjoyable for everyone, vendors must follow these guidelines:

- Electrical equipment must be in good condition and used safely.

- Extension cords must be arranged to avoid tripping hazards and must not obstruct walkways.
- Vendors must obtain approval before using equipment that may present a fire or other safety hazard.
- Tents, signs, displays, and other equipment must be properly secured.
- Walkways, entrances, exits, and emergency access areas must remain clear.
- Vendors must promptly report safety concerns, damage, or incidents to event organizers.
- Vendors are responsible for ensuring their displays and equipment are safe for customers and other attendees.

10. LIABILITY & RESPONSIBILITY

All vendors are required to sign a release of liability as a condition of participation.

- Vendors are responsible for their own merchandise, equipment, displays, and personal belongings.
- Vendors participate at their own risk and are responsible for ensuring their displays and equipment are used safely.
- The Western Maryland Jaycees are not responsible for lost, stolen, or damaged merchandise, equipment, or personal property, subject to the terms of the applicable release and governing law.
- Vendors are responsible for damage or injury caused by their actions, equipment, merchandise, or displays, as applicable under law.
- Vendors must complete the required liability release as directed by the Western Maryland Jaycees.

No additional liability documentation is required by the Western Maryland Jaycees beyond the signed release of liability, unless otherwise communicated by event organizers.

11. CANCELLATIONS & REFUNDS

If the Winter Market is canceled due to weather or by the event organizer, **vendor fees will be refunded.**

The Western Maryland Jaycees will communicate cancellations or schedule changes to vendors as soon as reasonably possible.

12. CLEANUP & DEPARTURE

Vendors are responsible for leaving their assigned spaces clean and orderly.

Before departing, vendors must:

- Remove all trash, packaging, and waste from their assigned spaces.
- Properly dispose of food waste and other materials.
- Remove all merchandise, equipment, decorations, and personal belongings during the approved breakdown window.
- Ensure their spaces are left in the condition in which they were found.
- Follow the event's breakdown schedule and any additional instructions provided by event organizers.

Vendors who fail to comply with event guidelines may be subject to restrictions on participation in future Western Maryland Jaycees events.

13. GENERAL EVENT POLICIES

By participating in the Lights by the Mountainside Winter Market, vendors agree to follow all event policies and instructions provided by the Western Maryland Jaycees.

The Western Maryland Jaycees reserve the right to:

- Accept or reject any vendor application.
- Assign or adjust vendor locations as necessary.
- Enforce event policies and address violations.
- Require the removal of merchandise or displays that violate event guidelines.
- Remove vendors whose conduct violates event policies or creates a safety concern.

Failure to follow these guidelines may affect eligibility to participate in future Western Maryland Jaycees events.

WE LOOK FORWARD TO SEEING YOU!

Thank you for supporting the Western Maryland Jaycees and helping make the Lights by the Mountainside Winter Market a festive holiday experience for our community.

We appreciate your participation and look forward to a wonderful evening of holiday shopping, local businesses, and community spirit!

Questions? Contact the Western Maryland Jaycees.

Western Maryland Jaycees

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