



VILLAGE OF
MANCHESTER
VERMONT

APPLICATION

Winter Market Vendor Registration
December 4th, 2026 | 3:00pm – 6:00pm

APPLICATION REQUIRED 7 DAYS IN ADVANCE OF EVENT

Please complete this registration form to participate in the 2026 Village Winter Market.

There are a limited number of slots available for vendor stalls, and as such, slots will be assigned by the Winter Market Committee on a first-come, first-served basis until all slots are filled. Applications are reviewed and issued by the Winter Market Committee on a rolling basis.

1. PARTICIPANT INFORMATION

Vendor / Organization Name:			
Contact Person(s):			
Mailing Address:			
Email:		Phone:	

2. TYPE OF PARTICIPATION

☐ Commercial Vendor	☐ Non-profit Organization	☐ Activity / Non-commercial Participant
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Describe the products and services you will be providing / selling at the Winter Market. Please describe anything else to be brought (tent, generator, trailer, etc.) or if access to an electric connection will be needed.

3. PRODUCTS AND SERVICES PROVIDED

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Describe all signage you intend to display at the event. Stalls are allowed to display up to two signs. Please attach an image or mock-up of each sign with this registration form.

4. SIGNAGE

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☐ I have attached image(s) of the proposed signage.

Village Offices
45 Union Street
PO Box 482
Manchester, VT 05254

Ph: (802) 362-1515
OFFICE&villageofmanchester.com
Hours: Mon – Thu 9:00 am - 3:00 pm



5. CERTIFICATE OF INSURANCE

A Certificate of Insurance (COI) must be attached to this registration, unless otherwise waived.

The COI shall demonstrate public/general liability coverage of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, issued by an insurance carrier licensed to do business in Vermont, and shall name the Village of Manchester as an additional insured.

☐ **Certificate of Insurance attached.** Policy expiration date: _____

6. PARTICIPANT ACKNOWLEDGEMENT

I certify that the information provided above is accurate. I understand that registration does not guarantee acceptance or a particular location, and that participation is subject to the requirements and instructions of the Village of Manchester and the Winter Market organizers. I further understand that any required permits or licenses applicable to my products, services, or activities remain my responsibility.

Signature of Participant: _____ **Date:** _____

7. REVIEW AND SLOT ASSIGNMENT (This section for Committee review only)

Review Date: / /2026

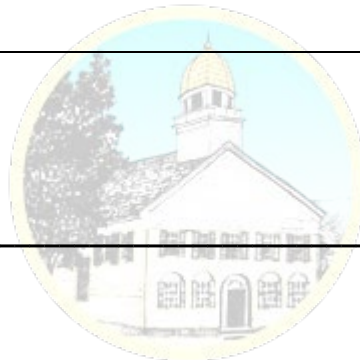
☐ **Approved** ☐ **Denied**

Approval Conditions:

Slot Assignment:

Issuing Signature: _____ **Date:** _____

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