

Stecoah Valley Center

2026 CHRISTMAS IN THE MOUNTAINS

Craft Vendor Application

Dec 5th from 9 am to 2 pm:

Special Conditions: _____

• **Vendor Fee-** \$25 per approximate 8' table space. PLEASE NOTE AS THIS EVENT IS INDOORS NOT ALL SPACES ARE UNIFORM; please contact Karen using the information below if you have specific needs or concerns. Generally, you supply your own tables, chairs, displays, etc., but for this event, you may request a table.

Vendors are encouraged to demonstrate their craft. All items must be hand crafted in good taste. Items detrimental to integrity of race, religion, political affiliation or gender are not acceptable. The Center reserves the right to reject any such items at its sole discretion.

• **Food-** If you are selling food products, please provide a copy of your health department permit with your application. If you are operating as a "Cottage Food Operation," please include a copy of one of your labels.

• **Sales Tax-** In compliance with the North Carolina Department of Revenue, we must have sales and use tax numbers for each "for profit" vendor that uses our space. We do not accept registration forms without that information included. If you are a non-profit, please write "Non-profit Vendor" on the sales and use tax line. Attain a tax number at <https://www.ncdor.gov/taxes-forms/sales-and-use-tax/sales-and-use-tax-registration>.

• **Electricity-** Limited electricity is available, on a first request basis. Additional \$10 fee for electricity; you supply power cords.

• **Set-Up-** *Set-up is available Friday 2-4 PM; Saturday set up begins at 7 AM and should be complete and ready by 8:30 AM. Vendors may load in from the Left Auditorium Door (look for signs) or from the Cherokee Courtyard.*

• **Parking-** All vendors will be directed to the rear gravel lot for parking after unloading. This is mandatory and should be accomplished by 8:30 AM.

• **Booths should be kept open until 2 PM**, unless otherwise stated.

• **Registration-** Complete the bottom portion of this form and attach payment, make check payable to Stecoah Valley Center. Mail or return to:

Stecoah Valley Center
121 Schoolhouse Road
Robbinsville, NC 28771

VENDOR NAME _____ TEL# _____

ADDRESS: _____

EMAIL _____

SALES AND USE TAX # _____

DESCRIPTION OF PRODUCT _____

VENDOR SPACE: 8'X8' space _____ x\$25 \$ _____

ELECTRICITY: _____ x\$10 \$ _____

TOTAL ENCLOSED: _____ \$ _____

I understand that I am responsible for my own inventory and insurance, and that Stecoah Valley Arts, Crafts & Educational Center Inc. and/or Graham County is not responsible for loss due to theft, fire, water damage or other natural hazards and I relieve Stecoah Valley Arts, Crafts & Educational Center Inc. and/or Graham County of all financial responsibility/liability. I understand that when required by law to collect sales tax, I am solely responsible for the collection and remittance of North Carolina sales tax.

Signature: _____ Date: _____

Information

Phone – (828) 479-3364

Email – programs@stecoahvalleycenter.com