Covington Holiday Market – Nov. 28, 2026
Vendor Agreement

1. **Event details:** The Covington Holiday Market is co-hosted by the City of Covington and the Covington Chamber of Commerce. This year's holiday market will be held indoors Sat., Nov. 28, 2026 from 9 a.m. to 3 p.m. at St. John the Baptist Catholic Church, 25810 156th Ave., Covington, WA 98042.

2. **Qualifying Vendors:** The Covington Holiday Market welcomes makers, bakers, creators, crafters, artists and artisans, as well as nonprofits and service clubs. Because this is an indoor market, space is limited, so this market is not open to other types of businesses such as commercial businesses.

3. **Applications and Payments:** Applications and payments must be received by vendors by 5 p.m. on Fri., Nov. 6, 2026 for the Nov. 28, 2026 market.

4. **Confirmation of Application Acceptance or Rejection:** Acceptance of each vendor application is at the Covington Chamber's sole discretion. Reasons for an application being rejected include but are not limited to a category being full and a vendor's market history with us (e.g., previous no shows, failure to follow market rules, etc.) You will be notified within two business days of the status of your application.

5. **No Refund Policy:** Once an application has been approved, vendor booth fees are non-refundable, even if the vendor cancels or fails to show up at the event. It is your responsibility to double-check your schedule and the event date to ensure there is no overlap. We do not offer refunds if you are double-booked.

   Exceptions: (1) If the event is canceled by the Covington Chamber or the City of Covington, vendor fees will be reimbursed, but the Covington Chamber shall owe no other monies or damages to the vendor. (2) If a vendor is a "no show," they will not be invited back. If we decline a vendor's application, we will refund their vendor fee within one week minus the credit card processing fee Stripe charges us.

6. All participating vendors are responsible for their own general liability insurance coverage for this event with a minimum limit of $1,000,000 per occurrence. **The Covington Chamber of Commerce and City of Covington should be listed as additional insureds.** Vendors should be prepared to provide confirmation upon request. Vendors who already have general liability insurance for their business should ask their insurance agent or company for a declarations page. As an alternative, vendors can purchase "day of" insurance from reputable event insurance companies online.

7. **Schedule:** We will have limited access to set-up on Fri., Nov. 27 and access to set-up on Sat., Nov. 28. Everyone must be set up and prepared for sale by 9 a.m. on Nov. 28. More detailed

instructions will be provided to vendors prior to the event. All rules and set-up timelines must be adhered to.

8. **Vendor spaces:** Because this is an indoor market, space is limited. Two vendor space sizes are available in the multi-purpose area: 6x6' and 10x10'. There may be classrooms available in the hallway leading to the multi-purpose room. We will designate the location of each vendor space. Covington Chamber members will receive premium placement. We will vet vendors when they apply to ensure we don't have too many of one type of vendor (e.g., jewelry, candles, tumblers), but we cannot guarantee there will be no duplication.

9. **Pricing:** Pricing for the Covington Holiday Market is as follows:

   - Nonmember, 6x6' vendor space: $70
   - Nonmember, 10x10' vendor space: $90
   - Member, 6x6' vendor space: $50
   - Member, 10x10' vendor space: $70

10. **Health, sanitation, rules and regulations:** All food vendors must comply with all local laws, rules and regulations imposed by the City of Covington, King County, Seattle King County Health Department and the State of Washington. This includes the appropriate business licenses and permits.

Please sign, date and upload the signed form, or email it to admin@covingtonchamber.org at the time of your application submission. Applications without the signed vendor agreement will not be accepted. Please retain a copy of this agreement for your records.

_____
Vendor Signature

_____
Vendor Name

_____
Date