



10th Annual Christmas Bazaar Vendor Application

Olde Dominion Agricultural Complex | Saturday, November 28th, 2026 from 8:00 AM – 4:00 PM

Greetings!

The ODAC of Chatham, Virginia is proud to host the 10th Annual Christmas Bazaar on Saturday, November 28th from 8:00 AM – 4:00 PM. The goal of the Christmas Bazaar is to support local artisans and entrepreneurs by providing a venue to showcase quality goods while creating a festive holiday shopping experience for our community.

Please Note: The ODAC Christmas Bazaar is a curated holiday market designed to showcase high-quality, handmade, and giftable items. While we continue to support small businesses of various types, priority will be given to vendors offering handcrafted goods, artisan products, boutique retail, and agricultural-based items. Additionally, due to strict health department regulations, no vendors are permitted to prepare or sell food or beverages for immediate consumption onsite, including items such as “dirty sodas” or similar drink offerings.

As this event has continued to grow in both size and popularity, we have experienced a significant increase in vendor interest, as well as a rise in resale and non-seasonal merchandise. **For this reason, the ODAC Christmas Bazaar will no longer operate on a first come, first served basis.** Instead, vendors will be selected through a **curated application and review process**, with consideration given to product quality, originality, and alignment with a Christmas and holiday gift-giving theme. Vendors offering mass-produced resale items or products not aligned with the event may not be accepted.

Application Timeline: Applications will be accepted from **June 1, 2026 through July 1, 2026**. This timeline allows ODAC ample time to review and thoughtfully select vendors, while also providing applicants with advance notice to prepare for the event. **Please note that submission of an application DOES NOT confirm entry into the event.**

Vendor Notifications & Payment: Booths are \$60 per space for no electricity and \$70 per space with access to electricity. Vendors will be notified of their acceptance or denial status by **mid to late July**. Vendors who are accepted will be required to submit payment **within 30 days of their acceptance notice** to secure their booth space.

We thank you for your interest and look forward to reviewing your application. Together, we can make this year’s Christmas Bazaar the best one yet!


Vendor application submissions can be emailed to odacsales@gmail.com or mailed to ODAC at 19783 US Hwy 29, Suite G, Chatham, VA 24531.

Vendor Eligibility & Event Focus

The ODAC Christmas Bazaar is a **curated holiday market**. Priority will be given to vendors offering:

- Handmade and handcrafted goods
- Artisan and agricultural products (including local farms)
- Boutique clothing and small business retail
- A limited number of direct sales vendors (approved in moderation)

All items sold must be **Christmas-themed, seasonal, or appropriate for holiday gift-giving**.

 Vendors offering mass-produced resale items or products not aligned with the event may not be accepted.

Food & Beverage Policy

Due to health department regulations: Vendors are **not permitted to prepare or sell food or beverages for immediate consumption onsite**. This includes items such as “dirty sodas,” mixed drinks, and similar offerings

Pre-packaged food items may be permitted **only if produced in a licensed kitchen** and proper documentation is provided in advance. Upon acceptance ODAC will submit your business information to the VA Department of Health to confirm eligibility.


Application Process

Application Window Opens: June 1, 2026 | Application Window Closes: July 1, 2026

All applications will be reviewed after the deadline and vendors will be selected based on product quality, originality/craftsmanship, seasonal and gift relevance, and category balance within the event. **Vendor selections will be announced in July. Please note: Submission of an application does not guarantee acceptance.**

Payment Policy

Payment will not be accepted **at the time of application due to the new acceptance/denial process**. Accepted vendors will receive payment instructions via email.

 Payment must be submitted **within 30 days of acceptance notice**. Failure to pay within this timeframe will result in loss of your booth space, and it will be offered to a vendor on the waitlist.

Booth spaces are **not reserved until payment has been received**. Accepted payment methods include check, cash (exact change only), or an online credit/debit payment (link will be provided upon acceptance). More details will come upon acceptance.

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Vendor Application

Business Information

Business Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Business Mailing Address: _____

Have you participated in this event before? Yes; if yes, how many years? _____ No

Vendor Category (Select One)

- Handmade / Handcrafted Goods
- Artisan / Agricultural Products
- Boutique / Retail
- Direct Sales
- Other: _____

Product Information

Please describe the items you plan to sell. Include whether your products are handmade, sourced, or designed by you, and how they fit a holiday or gift-giving theme:

Booth Information

How many booths are you requesting? (Each vendor can have a maximum of 2): 1 booth 2 booths

Booth Type: No Electricity – \$60 Electricity (Limited Availability) – \$70

Do you require electricity? Yes No

Electricity is limited and will be assigned based on availability and event layout. If you need two booths, they are required to be the same space type (i.e. 2 electric or 2 non-electric booths). Please be sure to reserve an adequate size booth to display your products. Aisles must remain clear for foot traffic and sides of booths must not infringe upon or block access to neighboring booth space.

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Special Requests & Accommodations (Optional)

Please list any special requests or accommodations needed for your booth setup. This may include accessibility needs, requests to be placed near another vendor (please include the vendor name and their business name), or other considerations. While we will make every effort to accommodate requests, placement and accommodations are **not guaranteed** and are subject to event layout and availability.

Setup Availability

Please list TWO preferred setup times (*Final setup times will be assigned after acceptance*):

Friday (8:30 AM – 4:00 PM): _____

Saturday (6:00 AM – 7:00 AM): _____

Product & Booth Photos (Required)

Please attach 3–5 photos of your products. *Applications submitted without photos may not be considered.*

Vendor Agreement

By signing below, you acknowledge and agree to the following:

- I understand this is a **curated event** and my submission does not guarantee acceptance
- I agree to sell only items that align with the holiday and gift-focused theme
- I understand that **no food or beverages may be prepared or sold for immediate consumption onsite**
- I understand that payment is required 30 days after vendor acceptance
- I understand that my booth is **not officially reserved until payment is received**
- I agree to comply with all event rules and regulations

Signature: _____

Date: _____

Please Note:

- Vendors are responsible for collecting and paying applicable sales tax
- Booth spaces must remain staffed during event hours 8am - 4pm
- Breakdown may not begin before the event concludes (4pm), early breakdown may result in loss of eligibility for future events
- No refunds will be issued unless the event is canceled by ODAC

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Christmas Bazaar – Rules & Regulations *Please retain this page for your records.*

Display & Exhibit Guidelines (each booth is 10' x 10')

- The Christmas Bazaar operates as a **curated event**. Submission of an application does not guarantee acceptance. Vendor selection is based on product quality, originality, & fit for the event.
- A limited number of direct sales vendors (i.e., Mary Kay, Pampered Chef, etc.) will be accepted. Approval will be based on product type and overall vendor balance within the event.
- The Olde Dominion Agricultural Foundation is **not liable for any lost or stolen items**.
- Smoking, including e-cigarettes and vapes, is strictly prohibited inside the arena.
- All displays, storage, and activity must remain **within your assigned booth space** and must not block aisles or neighboring vendors.
- Booth placement and assignments are at the **sole discretion of ODAC**.
- Vendors are responsible for maintaining their space, including **clean-up and any damages** caused by their booth, employees, or equipment.
- **Tables, chairs, extension cords, and other supplies are not provided. Vendors must bring all necessary equipment.** *The event is held in an indoor arena with a packed dirt floor.*
- Pets are not permitted. **Service animals only** are allowed on the premises.

Food & Beverage Policy

- Vendors are **not permitted to prepare or sell food or beverages for immediate consumption onsite**, including items such as “dirty sodas,” mixed drinks, or similar offerings.
- Pre-packaged food items (i.e., jams, jellies, baked goods, etc.) are permitted **only if produced in a Virginia Department of Health-approved and licensed kitchen**.
- Vendors selling pre-packaged food items must provide **proof of licensure in advance**.
- For additional information, please contact the local health department at 434-432-7232.

Sales & Compliance

- Vendors are responsible for complying with all **Virginia state tax laws**, including the collection and payment of applicable sales tax.

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Setup & Teardown

- Vendors may begin setup during their assigned time. If bringing a vehicle into the arena for unloading, you are permitted **a maximum of 30 minutes with your vehicle inside the arena**.
- After your 30-minute unloading window, **your vehicle must be removed from the arena**. You may return to continue setting up your booth as needed after your vehicle has been moved.
- The arena doors will **close at 4:30 PM on Friday** and will **reopen at 6:00 AM on Saturday**. All vehicles must be removed from the arena by **7:00 AM on Saturday**.
- Booth spaces must be **fully set up and occupied by 7:30 AM on Saturday**. The Bazaar will operate from **8:00 AM – 4:00 PM**. Vendors must have their booth staffed at all times during event hours.
- **Early breakdown is not permitted**. Vendors must remain set up until the conclusion of the event.

Payment & Refund Policy

- Payment is **only required upon acceptance** into the event.
- Accepted vendors must submit payment **within 30 days of their acceptance notice** to secure their booth space.
- Failure to submit payment within this timeframe will result in forfeiture of the booth, and the space will be offered to a vendor on the waitlist.
- Booth spaces are **not considered reserved until payment has been received**.
- Refunds will only be issued if the event is **canceled by ODAC**. If the event is rescheduled, refunds will not be provided.

Conduct & Liability

The ODAC strives to provide a safe, enjoyable, and family-friendly environment. Any behavior deemed disruptive, unsafe, or detrimental to the event, as determined by ODAC management, may result in **immediate removal from the event without refund** and possible exclusion from future participation. By participating, vendors acknowledge that the Olde Dominion Agricultural Foundation is **not liable for injury, loss, or damage** to persons, property, or products. Vendors agree to comply with all event rules and regulations and to **hold ODAC harmless** from any liability arising from participation. ODAC is not responsible for the **quality or performance of products sold** by vendors.

Contact Information: 434-432-8026 | odacsales@gmail.com

Due to the high volume of interest in this event, we experience a **significant influx of phone calls**. As this event is organized and managed by a single individual, we kindly ask that vendors use **email as the primary method of communication**.

While phone calls may not always be returned promptly, **email responses are always guaranteed in a timely manner**.

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