



Christmas in Machias

Vendor Policy

EVENT DATE

Saturday, December 19

MARKETPLACE HOURS

10:00 AM – 5:00 PM

LOCATION

The Pellon Center, Machias

Vendor Fees & Refunds

- Vendor fees are non-refundable unless the event team is able to resell your spot to another vendor.
- Spaces are assigned by event staff; placement requests will be considered but cannot be guaranteed.

Sales Tax & Licensing

- Vendors are responsible for collecting, reporting, and submitting all required Maine sales tax.
- All vendors must comply with applicable state and local regulations related to their products.

Insurance & Liability

- Vendors are strongly encouraged to carry their own liability insurance.
- The Pellon Center, Machias Arts Council, and event organizers are not responsible for theft, loss, or damage to vendor property.
- All products must be safe, legal, and appropriate for a family-friendly event.

Setup & Breakdown

- Doors open to vendors at 7:00 AM for setup.
- Vendors must be fully set up and ready by 10:00 AM.
- Vendors may not begin breakdown before 5:00 PM unless directed by event staff.
- Vendors are responsible for keeping their area tidy and removing all trash and materials at the end of the event.

Booth Requirements

- Vendors must bring their own tables, displays, and equipment unless otherwise stated.
- A limited number of tables are available upon request and will be assigned on a first-come, first-served basis.
- All displays must fit within the assigned booth space and must not obstruct walkways or neighboring vendors.
- Electrical access, if available, must be requested in advance and is not guaranteed.

Weather & Emergencies

- This is a rain, snow, or shine event. In the case of severe weather or emergencies, the Machias Arts Council will communicate any changes as early as possible.

Conduct & Compliance

- Vendors must maintain a professional, courteous presence throughout the event.
- The event team reserves the right to remove any vendor who violates policies or disrupts the event.

Contact Us

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