

HERITAGE CHRISTMAS
FRIDAY 12/3 + 12/10
5 PM - 8:30 PM



SMALL BIZ SAT
11/27 • 9 AM - 3 PM

SAT 12/4 + 12/11
9 AM - 3 PM

HOLIDAY POP-UP SHOPS IN DOWNTOWN GREENCASTLE

6 East Baltimore Street Greencastle, PA 17225 | Located 75' from the square

Our goal is to feature local, high-quality, hand-crafted businesses at our Indoor Holiday Market. We're seeking unique, artisan products that are ideal for holiday gift buying. This event coincides with Small Business Saturday and Heritage Christmas, two high-traffic events held in Downtown Greencastle, PA.

Business types include but are not limited to: handmade jewelry, handbags, soaps, cheeses, scarves/winter wear, woodworking, cookies/candy, etc. Commercially made products are strictly prohibited.

SIX SPACES AVAILABLE

DATES + RATES:

- o ALL 5 dates - \$250
- o Saturday 11/27 - \$75
- o Friday 12/3 + Saturday 12/4 - \$100 (for both dates)
- o Friday 12/10 + Saturday 12/11 - \$100 (for both dates)

(Please note, vendors who choose ALL dates will have priority placement)

WHAT'S INCLUDED: (SEE LAYOUT ON PAGE THREE)

- One 10'x9' indoor, heated space
- One 10' wall behind each space for temporary signs or fixtures
- One outlet (extension cords not provided)
- One chair
- Indoor private bathroom
- Access to free coffee and creamer
- Hand sanitizer, minor garbage removal, post-event vacuuming

SETUP:

Setup is available on Friday, November 26 from 5pm-7pm

You may leave your items setup for the duration of the 5 events

(Building will be locked and secure between events. We will not be held responsible for misplaced, stolen, or broken items)

PUBLICITY:

The events are held during high-traffic times in downtown Greencastle, PA including Small Business Saturday and Heritage Christmas.

We are promoting on:

- Facebook (@theaurabldg and @worxandco)
- Instagram (@theaurabldg and @worxandco)
- Storefront graphics promoting event dates and times
- Greencastle and Chambersburg Chamber of Commerce
- Heritage Christmas promotions

We encourage you to promote your booth and the event on your own social media channels as well as word of mouth to expand the reach for all vendors.

AGREEMENT:

I agree that I am the owner of the business that either produces or distributes the products displayed in my booth.

Only HANDMADE ITEMS BY YOU/YOUR TEAM will be allowed. COMMERCIALY MADE ITEMS FOR RESALE will not be allowed. If we find you have commercially made items, you will be asked to remove those items or tear down immediately and you will not receive a refund for your booth fee.

A 50% deposit is required to secure your booth space and are accepted online only. All final payments are due on or before November 22, 2021.

Exhibitor understands and agrees that The Aura Building staff is not available to assist with their booth set-up or tear down and that any tables or exhibit materials are not provided.

Vendors will be chosen on a first come, first serve basis. Priority will be given to vendors who choose all five dates. We will prioritize product exclusivity, but cannot be guaranteed (one vendor type for each space, i.e. one jeweler, one cookie maker, etc.)

Booth set up will be held on Friday, November 26 from 5pm-7pm. Vendors who are accepted to set up on individual weekends will be notified of additional setup times.

All exhibits must be in place and staffed no later than 15 minutes prior to the event opening to the public. Doors will be open to vendors 30 min prior to event start openings.

Exhibits must be open and staffed during all event hours. All exhibit structures and debris must be removed within 2 hours of the close of the event. Vendors who choose to participate in all five event dates may keep booths set up for the duration of all events. Aura Properties, LLC will not be held responsible for any lost, damaged, or stolen items.

Exhibitor agrees to confine all display and selling activity within the assigned booth space only, refraining from placing signs, goods, or other materials within or over public and/or right-of-way spaces.

Aura Properties, LLC will provide minor trash removal and daily disinfecting as well as post-event vacuuming.

Sick Policy – you agree that you are not positive for COVID-19 and have not been exposed within at least 2 weeks prior to the event.

Cancellation Policy – deposits are non-refundable. If you need to cancel for any reason, you must notify us by email at laura@worxand.co within 5 business days of the event. In the event of inclement weather, our event will follow the closure schedule of Heritage Christmas and Downtown Greencastle. If event is canceled due to weather, we will provide a refund of 50% of your total booth fee.

Aura Properties, LLC is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law. Aura Properties, LLC reserves the right to refuse vendors and will ask any exhibitor who they feel is not acting in the best interest of the event to leave the premises.

Agreement to be signed digitally when submitting online application.

