



EDCJCC Chanukah Holiday Market VENDOR GUIDELINES

MARKET DETAILS

About: The Edlavitch DCJCC's Chanukah Holiday Market is one of the largest Chanukah holiday markets in the city! We offer the DMV's Jewish community the opportunity to shop handmade goods from independent artists and food vendors in preparation for the holiday season.

The market is open to people of all ages, and we typically have over 400 guests attend. Participating vendors are highlighted in marketing emails and on social media leading up to the market, reaching several thousand subscribers.

Market date: Wednesday, November 18, 6:30 – 9:00 PM

Location: Edlavitch DC Jewish Community Center – 1529 16th St NW, Washington DC 20036

Parking: The JCC's parking lot, along with spots in front of our building, will be reserved to load in and load out your items. After load-in you will need to park your car elsewhere as our parking lot only holds 12 spots and must stay open for patrons. More parking and load-in information will be sent closer to the date of the event to those who are selected to participate in this year's market.

VENDOR POLICIES

- **Vendor selection:** We want to curate the best possible experience for both our vendors and our shoppers, which includes ensuring that the products offered in our market are diverse and range in price. Vendors in each product category (ceramics, beauty products, consumables, Judaica, etc) are chosen on a rolling basis so we encourage you to submit the Vendor Interest Form as early as possible.

Interest form submissions will close on Wednesday, October 28, at midnight.

- **Vendor fees:** Accepted vendors pay a non-refundable \$45 vendor fee. If the vendor fee is a hardship, please reach out to Sonya Weisburd at sweisburd@edcjcc.org to discuss. Vendors keep 100% of their proceeds from the market.
- **Product requirements:** Booths should consist of at least 50% hand-crafted items or food. As this is one of the only Chanukah markets in the city, we encourage hand crafted items related to themes of Chanukah, Judaica, and Jewish traditions, but this is not required. While it is fine to have some Christmas or other religious holiday material, we ask that this is kept to a minimum. We reserve the right not to accept booth applications that do not fit our holiday market theme.

- **Food vendors:** We will only accept food items that are made and packaged professionally where food safety guidelines are followed. All food must be kosher-friendly – items may not contain shellfish or pork. Any food items containing meat of any kind must be kosher.
- **Booth requirements:** We will be providing one 6x2 ft table and 2 chairs per vendor. Unfortunately, because space is extremely limited, we are not able to provide any additional space. Please provide your own props, signs, electrical power strips, electrical cords, payment systems, set up, and take down. **We are not able to honor requests for specific spaces inside the EDCJCC.** Booth placement will be configured based on electrical needs and to ensure diversity of product on each floor of the JCC.
- **Set-up and take-down:** We require that vendors commit to the full two and a half hours of the market, from 6:30 – 9:00 PM. We will have two load-in times for vendors – one at 4:30 PM and one at 5:00 PM. It is critical that you follow your prescribed load-in time to ensure that everyone is able to unload and not cause traffic congestion. Double-parking on Q Street is prohibited. We do not allow early pack-up as it affects all the other vendors.