The Lights of Christmas

Vendor Guidelines & Requirements

Stanwood, Washington

Thank you for your interest in becoming a vendor at The Lights of Christmas, the largest Christmas event in the Pacific Northwest!
As a participating vendor, you will join the dedicated staff and volunteers of Warm Beach Camp in creating a memorable holiday experience for thousands of guests.
Please review the following guidelines and requirements carefully.

General Vendor Requirements

Applies to all vendors unless otherwise noted.

1. Application & Space Fee

Upon acceptance, vendors must submit a signed contract and a non-refundable Space fee of
Holiday Market Vendor-$250, Food Village Vendor- $500.

2. Revenue Sharing

Vendors are required to pay 20% of gross sales to Warm Beach Camp. This amount will be invoiced weekly.

3. Sales Reporting

- All sales must be processed using a Point of Sale (POS) system.
- Daily sales reports and reconciliation forms must be submitted to the Business Office.
- Vendors are responsible for collecting and remitting all applicable sales taxes.

4. Product Approval

- Warm Beach Camp reserves the right to approve, limit, or deny any products offered for sale.
- All products and displays must be family-friendly and consistent with the values and atmosphere of The Lights of Christmas.

5. Operating Hours

- Vendors must operate during all event hours, generally from 5:00 PM to 10:00 PM.
- Vendors may be asked to remain open later during periods of high guest attendance.
- Booths must be fully staffed during all operating hours.
- Event dates vary each year. The Lights of Christmas is closed on Christmas Eve and Christmas Day.

6. Vendor Conduct

All vendor owners, employees, and volunteers must support the family-friendly, drug-free, alcohol-free environment of Warm Beach Camp and The Lights of Christmas.

7. Insurance Requirements

Vendors must maintain general liability insurance with minimum coverage of $1,000,000 per occurrence and provide a Certificate of Insurance naming Warm Beach Camp and Conference Center as an Additional Insured.

Holiday Market Vendor Requirements

Applies to craft, gift, artisan, and retail vendors.

1. Booth Space

- Booth spaces are approximately 10 ft x 10 ft.
- Booths are located indoors within the Joyland Holiday Market.
- Each booth includes a decorative façade designed to resemble a traditional Christmas Market stand.

2. Display Requirements

- Vendors are responsible for creating an attractive, professional display.
- Displays should complement the Christmas atmosphere of the event.
- Booths must be kept clean, organized, and safe for guests throughout the event.

3. Electrical Usage

- Electrical power is not available in Holiday Market vendor booths.
- Vendors are encouraged to use battery-powered lighting and displays.
- The Holiday Market is intentionally dimly lit to create a festive Christmas atmosphere. Vendors who would like additional lighting in their booth are required to provide their own battery-powered lighting.

Food Vendor Requirements

Applies to all vendors selling food or beverages.

1. Booth Space

- Food vendor locations will be assigned based on menu offerings, operational needs, and available space.
- Food vendors may be located either within the indoor Holiday Market or in the outdoor Food Village.
- Vendors assigned to the Food Village must operate from a self-contained food truck, trailer, or approved mobile food unit.

2. Menu Approval

- All menu items must be submitted for approval prior to the event.
- Warm Beach Camp reserves the right to limit duplicate menu offerings.
- Only approved menu items may be sold during the event.

3. Health Permits

- Vendors must obtain all required permits and licenses.
- A current Snohomish County Health Department permit must be displayed at all times.

4. Fire & Safety Compliance

- Vendors must comply with all Snohomish County Fire Marshal requirements.
- Any cooking equipment, propane tanks, generators, or fire suppression systems must meet applicable regulations and be approved prior to operation.

5. Food Safety

- Vendors are responsible for following all local, county, and state food safety regulations.
- Proper food handling, storage, temperature control, and sanitation practices must be maintained throughout the event.

6. Electrical & Utility Requirements

- Power availability is limited and must be requested in advance.
- Vendors requiring additional power may be responsible for providing approved generators or other equipment as directed by event staff.

If you have any questions regarding these requirements, please contact us. We look forward to the opportunity to partner with you and create a memorable Christmas experience for our guests.

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