

**ROCKINGHAM
DOWNTOWN
CORPORATION**



PO Box 1014
Rockingham, NC 28380



WE WILL BE COLLECTING TOYS AND DONATIONS

Dear Vendor:

The Rockingham Downtown Corporation Promotion Committee is in the process of making preparations for the 21th Annual "Christmas on the Square", which will be held on Saturday, December 2, 2017, from 10 am. to 4 pm. This is a fun-filled day for the entire family to enjoy.

We had over 104 arts, craft and food vendors in 2016 and expect to have many more this year.

Entertainment will be provided throughout the day by local artists, church and school groups. Festivities also included a car show and pet contest, which is always popular, and children enjoyed free rides all day. The main attraction for this annual event is Santa Claus. Santa is on the square all day to visit with children and give them a special gift.

We hope that you will be able to join us for this year's event. If you are interested in attending, please complete the enclosed application and return it to the Promotion Committee no later than Wednesday, November 22, 2017. Once we receive your application, a map indicating your booth space and all necessary information will be sent to you prior to the event. **Note** that if you are a food vendor, you will be required to adhere to the Richmond County Health Department Regulations @ 910-997-8300.

We ask each Vendor to Bring a New Unwrapped Gift to Our "Toys For Tots" Collections.

We look forward to hearing from you soon.

Sincerely,
Carolyn J. Ford
Chairperson
Rockingham Downtown Corp.
Promotional Committee

Enclosures

** If you received this letter and you wish to be removed from our mailing list, please give us a call or email us at carolyn@gorockingham.com (910)-895-9088 or (910)-995-2986

APPLICATION

“Christmas on the Square”
Sponsored by the Rockingham Downtown Corp.
Saturday, December 2, 2017
10 am to 4 pm

*Please give a brief description of your vending business along with your name, business address and telephone number:

Owner Name _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail Address _____

Telephone: Home _____ Business _____

Description of Business _____

Space size **12x12** If you need anything larger, you will need to purchase two spaces
(you will need to supply your own tent, tables, drop cords etc.)

Spaces are available “First Come First Serve.” With only 12 Food Vendors Taken.

Please specify other needs you may have: Water _____ Electricity _____

Vendors Fees: Food -- \$100.00 All Others, including Non-Profits -- \$50.00

Please make checks payable to the: Rockingham Downtown Corporation

Mail to: Rockingham Downtown Corporation
Promotion Committee
P.O. Box 1014
Rockingham, NC 28380

Any questions, contact: Carolyn J. Ford, Chairperson
(910)-895-9088 or (910)-995-2986 Fax (910)-895-0610

FaceBook: [Christmas on the Square, Rockingham](#) e-mail: carolyn@gorockingham.com

Date Received _____ Amount Paid _____ Space # assigned _____