

**ROCKINGHAM  
DOWNTOWN  
CORPORATION**



PO Box 1014  
Rockingham, NC 28380

Dear Vendor:

The Rockingham Downtown Corporation Promotion Committee is in the process of making preparations for the 15<sup>th</sup> Annual “Christmas on the Square”, which will be held on Saturday, December 3, 2011, from 10 am. to 4 pm. This is a fun-filled day for the entire family to enjoy.

Last years event featured over 105 food and craft vendors. Entertainment was provided throughout the day by local artists, church and school groups. Festivities also included a 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 Friday, November 25, 2011. 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, which are enclosed with the application.

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](mailto:carolyn@gorockingham.com) (910)-895-9088

**APPLICATION**

“Christmas on the Square”  
Sponsored by the Rockingham Downtown Corp.  
Saturday, December 3, 2011  
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 **10x15** **If you need anything larger, you will need to purchase two spaces**  
(you will need to supply your own tent, tables, drop cords etc.)

Please specify other needs you may have: Water \_\_\_\_\_ Electricity \_\_\_\_\_  
\_\_\_\_\_

**Vendors Fees: Food -- \$100.00 All Others, including Non-Profits -- \$45.00**

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  
e-mail: [carolyn@gorockingham.com](mailto:carolyn@gorockingham.com)

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Date Received \_\_\_\_\_ Amount Paid \_\_\_\_\_ Space # assigned \_\_\_\_\_