**WMBCF** – Vendor Contract & details sheet

Date of Event: SATURDAY Feb 8,2020 Noon-6pm

Location: The Lakes Mall, 5600 Harvey St., Muskegon, MI 49442

We will be located in the center of the Lakes Mall – Enter on the Sears end.

Set up time: Saturday 10 am The event starts noon

Table decorations for Valentine’s day is encouraged, but not mandatory. We do not promise exclusivity.

 ***Vendors:*** You may set up your display, hand out business cards, and have give-aways, product demonstrations. We invite you to advertise the event on your websites, FB pages etc. Please post on our event page some of your product, service pictures.

***Set-up—Saturday*** at 10am. SIGN IN first at registration table. Please complete set up by 11:45 am.

***Transporting Items & Clean-up:*** Sellers will be responsible for transporting your items to and from the sale. You will be responsible to remove all items that you use to set-up your display as well as any unsold items, trash, empty boxes, plastic bags, etc. at the end of the sale

***Refunds:*** No refunds

***Vendor Responsibility:*** There will be a maximum of 2 adults (15 years or older) admitted per table for set-up and running of the booth. CHILDCARE IS NOT AVAILABLE, please do not bring children. Sellers are obligated to keep their tables “open for business” during the entire event and may not start packing up until after 6:00 p.m.

***Money & Security:*** Sellers are expected to provide their own bags & change and act as their own security for their items. All Things Beautiful and Lakes Mall will not be responsible if items, money etc. are missing from the vendor. Please make every effort to secure your belongings. We are not responsible for injuries on the premises. Be careful.

***Space Fees:*** $50 rental fee per 8’x6’ space. No sharing of spaces. Each business must purchase its own booth. Mail this contract & check or M.O. Faster confirmation if you register & pay online at businesscraftfair.com. A credit card fee of $2 applies.

***Pricing:*** You are responsible for pricing and tagging your own items and they must be arranged in an attractive manner. Table covers are MANDATORY. Please decorate in love/Valentine’s theme.

***Signage & Boundaries:*** No merchandise and or signs may be affixed to any structures without permission from Tony or Vanessa Davis. All items must be contained within your allotted space. Do not block your neighbor’s booths.

Please print**/keep** this page for your information

Valentine’s Love A-Fair

Date of Event: SATURDAY Feb 8, 2020 – Sale hours are Noon – 6pm

Location: The Lakes Mall, 5600 Harvey St., Muskegon

Check in & Set up times: Saturday 10am to 11:30am

Please fill out **all** of the sections below and return with fee:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Helper’s Name:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include a complete description of your business, product, service or Craft items for sale or promotion. Direct Sales Rep call us first to see if you comply. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Requests: (Electricity etc?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to rent (qty) \_\_\_\_\_\_ 8x6 Booth Space(s) @ $50.00 each

Total:$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Enclosed:\_\_\_\_\_\_\_\_\_\_\_\_Check#\_\_\_\_\_\_\_\_\_\_\_\_

**Please mail this page along with payment. (Remember, your spot is not secured until we receive the signed contract along with payment) We encourage you to keep a copy of your agreement for your records.**

**Waiver: I will not hold Vanessa Davis/WMBCF or any individual working with this event responsible for personal injury, damage to property or theft. Nor will I be part to any legal action against them. I understand the fee is non-refundable.**

I have read and agree with all of the guidelines and rules contained in this contract:

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\* Date Here\_\_\_\_\_\_\_\_\_\_\_\*

**Please make all checks payable to: Vanessa Davis - Mail fee and completed contract to: Vanessa Davis—2352 Windy Ridge Dr—Muskegon, MI 49442 by Jan 31~~.~~**

**Office Use Only:**

**Date contract rcvd:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Confirmed:\_\_\_\_\_\_\_\_\_\_\_\_\_Date Payment Cleared:\_\_\_\_\_\_\_\_\_\_\_\_\_**