

## Holiday Marketplace 2019

### Vendor Application

**DATE/TIME:** Wednesday and Thursday, December 4-5, from 9:30am-6:30pm

**FEE:** \$60 for 2 days - a 6 ft. table & chair will be provided.

- **Application & Payment** are **DUE: November 25, 2019**
- Table renters are reminded they are renting the table top only, not the floor around the table.
- An applicant's payment must be processed by 11/25/19 to confirm table/space.

#### Holiday Marketplace TERMS & CONDITIONS:

- HANDCRAFTED ITEMS ONLY - Vendors must make their own items, no commercial items.
- No electrical or wall space is available.
- Vendors must be present during Marketplace hours.
- **Set-up** starts at 8:30 am on Wednesday, December 4.
- Bring a linen or sheet to cover your tables after you leave for the day.
- No animals are allowed, other than medically required service animals.
- **No refunds** for cancellations after application and payment has been processed on November 25, 2019.
- **Security:** The Willamalane Adult Activity Center assumes no responsibility for loss, damage, or theft. You are responsible for your own merchandise

**Applications and payments must be submitted either electronically or to the Adult Activity Center no later than Monday, November 25, 2019.** Contact Interim Coordinator Jennifer at ph. 541-736-4428 email: [jenniferw@willamalane.org](mailto:jenniferw@willamalane.org) or Supervisor Jamie at ph. 541-736-4403 email: [Jamie.VELAZQUEZ@willamalane.org](mailto:Jamie.VELAZQUEZ@willamalane.org) if you have any further questions about marketplace.

PLEASE DETACH AND RETURN

**Willamalane Adult Activity Center 215 W. C Street, Springfield, OR 97477**

#### **APPLICATION FORM**

NAME: (please print) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

REQUIRED: Please use the back if you need more space.

1) Description of your merchandise to be sold and email photos or include website link if available (e.g. knit hats and gloves, candles)

\_\_\_\_\_

2) Average price point for items \_\_\_\_\_

Signature (indicates agreement to above conditions)

Date