



**2019 STEVENSVILLE DOWNTOWN MARKET  
VENDOR APPLICATION  
Mother's Day Market; May 11<sup>th</sup>, 2019  
10 AM – 4 PM**

Interested in being a vendor at the next annual Mother's Day Market? Please complete the following application and submit to the Village of Stevensville. All vendors must be approved by the market committee and will be notified. Payments can be submitted after you have been selected (\*new this year- pay online with a debit/credit card)!

**NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**BUSINESS NAME (if applicable):** \_\_\_\_\_

**WEBSITE/SOCIAL MEDIA:** \_\_\_\_\_

**Please provide a brief description of the items you sell:**

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**Which category fits your items best? \*Check all that apply.**

Handmade/Artisan

Jewelry

Antique/Vintage

Food/Produce

Floral

Bath/Body

MLM/Direct Sales Company (\*very limited number will be accepted)

**Please note: We are striving to provide our guests with an upscale downtown shopping experience (NOT a garage sale, craft bazaar, etc.) We are NOT accepting ANY vendors with the following items:**

-Garage sale/used goods, car parts or machinery

-Store bought or wholesale goods

-Doll clothing/doilies/quilts or other sewing projects

-Items that infringe on copyright and registered trademarks

**Please read and sign your name below to agree to the following terms and conditions:**

-Set up for the event will begin at 7AM on the day of the market. Vendors must be set up in their space (with vehicles removed) by 9:45AM. Vendor parking will be available behind Village Hall.

-Vendors are responsible for bringing their own tents, tables, chairs, displays, etc. Tents will not be able to be staked into the ground, as the market will take place directly on St. Joseph Ave (road will be closed to traffic). Vendors are responsible for bringing weights for their tents and other items.

-Electricity will be available on an extremely limited basis for an additional fee. If you need electricity for your booth, please submit a request with your application and your reason for needing it. We will do our best to honor this request.

-Vendor application fees are nonrefundable unless the market is canceled due to weather conditions or extenuating circumstances (notifications of cancellation will be sent via phone).. Vendors will not be refunded if they do not show up to the market.

-Vendors will be assigned spaces in the order that their applications are received and paid. Spaces are the length of one parallel parking spot (approx. 15 feet wide, 10 feet into the road). All items need to be within each vendors' space (no crowding, please).

-The Village maintains the right to limit the amount of vendors accepted for each category of goods sold. If your application is not accepted, your payment will be returned. The Village also maintains the right to deny a vendor entrance to the next market based on the following: a) no show on day of market, b) poor customer service, c) insulting, vulgar language, or disrespect towards customers/other vendors/village workers, d) items being sold are not as described, e) items being sold are counterfeit or knock-offs.

-Vendors reserve the right to accept cash or credit/debit payments during the event. If you are charging sales tax, your sales tax license must be displayed in your booth and be visible to customers.

-Vendors must pack up and vacate their spaces at the end of the market (items left after 6PM will be discarded).

-The Village does not assume responsibility for anything that is lost/stolen/damaged during the market. Vendors are encouraged, but not required, to carry limited liability coverage or business insurance to protect their goods.

-Marketing for this event will take place on social media and in print. Vendors are encouraged to distribute information regarding this event to encourage attendance.

-If you have questions regarding this application or the event, please contact the Village at 269-429-1802 or [stevensvilledowntownmarket@gmail.com](mailto:stevensvilledowntownmarket@gmail.com)

I agree to the terms and conditions. **Name:** \_\_\_\_\_

**REGISTER FOR A SPACE (One space per vendor)**

**Outdoor Booth Space (15' x 10'): \$40**      *Payment is due upon acceptance!*

**Please contact us if your booth/business REQUIRES electricity. Electricity is available on a very limited basis.**

Please provide **YOUR mailing address** so that we can send your acceptance packet or returned payment if you are not accepted. **\*PLEASE DOUBLE CHECK ACCURACY\***

**Mailing Address:** \_\_\_\_\_

**Drop off or mail applications to...**

The Village of Stevensville  
ATTN: Mother's Day Market  
5768 St Joseph Ave  
Stevensville, MI 49127

\*\*\*\*Please email 3-5 of your BEST booth or products photos to [stevensvilledowntownmarket@gmail.com](mailto:stevensvilledowntownmarket@gmail.com) so that we can promote your booth on the Village Facebook page! **Applications will NOT be considered without photos of your items.**\*\*\*\*

**\*NEW THIS YEAR!\***

**Pay for your booth space online!** Online payments are nonrefundable. Please do not process a payment until your application is received and/or approved.

**If approved, we will send you directions for paying online with a debit/credit card!**

**SOCIAL MEDIA AND MARKETING**

Please “like” the Village of Stevensville Facebook page so that you can stay up to date on market happenings.

**Thanks for applying! We will be in contact to notify you of your acceptance status!**

*-Village of Stevensville*