



**2021 STEVENSVILLE DOWNTOWN MARKET
VENDOR APPLICATION
Mother's Day Market; May 8th, 2021
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 our **juried event committee** and will be notified via email of their acceptance status.

Payment is due within 7 days of acceptance notification.

NAME: _____

EMAIL: _____

***PLEASE NOTE: Your vendor acceptance will be sent via email. Please use an address that you check regularly!**

PHONE NUMBER: _____

BUSINESS NAME (if applicable): _____

WEBSITE/SOCIAL MEDIA: _____

Please provide a brief description of the items you sell:

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

- Handmade/Artisan Jewelry Garden/Produce Consumables
 Floral Bath/Body Antique/Vintage Other (describe above)

The following items/vendors will not be permitted in this juried event:

- No Direct Sales/MLM/Network marketing companies (individuals & small business only)
- Garage sale items, including used clothing, housewares, tools, car parts, etc.
- Items that infringe on copyright/trademark laws or restrictions.

Qualifying vendors will be juried and approved by the Downtown Development Committee's event team for the Mother's Day Market. Any vendors who cannot be accepted, but meet the market's requirements, will be placed on a waiting list.

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

COVID-19 GUIDELINES:

- **The Village kindly asks that all vendors wear a mask when directly interacting with customers or other vendors. Although this event will take place outside, it is important to take all safety precautions possible to prevent the spread of the virus.**
- **All vendors will be required to sign a COVID-19 waiver regarding participation and associated risks with this event 3 weeks before the event begins.**
- 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 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). **BOOTH SHARING IS NOT PERMITTED BEGINNING IN 2020.**
- 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 when the road is reopened to traffic).
- **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.

Questions? Please contact the Village at 269-429-1802 or stevensvilledowntownmarket@gmail.com

I agree to the terms and conditions.

Name: _____

REGISTER FOR A SPACE (ONE VENDOR PER SPACE: NO BOOTH SHARING PERMITTED)

Outdoor Booth Space (15' x 10'): \$40

Payment is due upon acceptance via cash, check, or online payment (instructions will be sent with acceptance email).

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

APPLICATION SUBMISSION CHECKLIST

_____ **Email 3-5 of your best product/booth photos.** Emailed photos (high resolution) can be sent to stevensvilledowntownmarket@gmail.com

Applications without photos will be discarded.

_____ **Mail or drop off application to** The Village of Stevensville
ATTN: Mother's Day Market
5768 St Joseph Ave
Stevensville, MI 49127

_____ **Like “The Village of Stevensville” on Facebook!**

**IF APPROVED, AN EMAIL NOTIFICATION WILL BE SENT WITH
PAYMENT INSTRUCTIONS.**

**PAYMENT IS DUE WITHIN 7 DAYS OR BOOTH SPACE WILL BE
RELINQUISHED.**

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

-Village of Stevensville, Mother’s Day Market Jury Committee