

VENDOR APPLICATION & CONTRACT FOR MARKET UNDER GLASS  
. MARCH 1 & 2, 2019.

Market Under Glass is a vintage home furnishings and gift market. We seek vendors and artisans that procure or make items that are authentic AND unique. Product needs to be vintage, vintage inspired, recreated-repurposed or upcycled from reclaimed materials. We limit new market merchandise items to ONLY 30% of booth inventory. Please no mass produced items, tradeshow, expo, direct sales or commercial businesses.

Vendor/Shop Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact Ph #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website or Facebook Page Link: \_\_\_\_\_

SALES TAX ID#: \_\_\_\_\_ (required) Vendors are responsible for collection of all sales tax.

Type of Merchandise You Wish to sell at Market Under Glass (please send photos to [cvd@themarketevents.com](mailto:cvd@themarketevents.com)):

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

Space requested:

- |  |   |
|--|---|
| <input type="checkbox"/> Small Item Space 5' x 12' - \$75            | <input type="checkbox"/> Large Item Space 10' x 15' - \$150           |
| <input type="checkbox"/> Small Item Corner 5' x 15' (+5'x5') - \$100 | <input type="checkbox"/> Large Item Space 12' x 15' - \$175           |
| <input type="checkbox"/> Small Item Space 7.5' x 15' - \$115         | <input type="checkbox"/> Large Item Space 15' x 15'/12' x 18' - \$200 |

Total: \_\_\_\_\_

50% deposit for space is required to reserve. Checks will be cashed upon approval. See Terms of Contract regarding refunds.

**PLEASE READ THE FOLLOWING CAREFULLY:**

1. Vendor agrees to assure, defend, protect, and hold harmless sponsor, proprietors of location, and all their associates for any personal injury, loss, or damages to him/herself or any property loss or damages of any nature suffered by any person, vendors, and especially the attendees while within the vendor's space or caused by the vendor.
2. Agrees to hold harmless the sponsors, proprietors of the location, and their associates for any merchandise lost, stolen, or broken.
3. Agrees that, should an accident occur within the vendor's space caused by the vendor's displays, products, or unsafe conditions, the vendor will be held liable. The vendor agrees to save and hold harmless sponsor, proprietors, and all said associates from liability resulting in such accidents.
4. Is responsible for product liability and accurate representation of products offered for sale.
5. **Agrees to read and be responsible for complying with all the rules and regulations in this contract that are written on page 2 of this application.**

I HAVE READ, UNDERSTOOD, AND AGREE TO THIS CONTRACT

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Make a copy of this form for reference.

Please mail contract and payment made payable to: **Market Under Glass**  
6733 30<sup>th</sup> Ave SE  
Willmar, MN 56201

## Vendor Payment, Acceptance, Placement and Cancellations

Vendor agrees to pay published booth fee as stated on Vendor Contract Application. A 50% deposit can be sent with the application with balance due NO later than January 15, 2019 The reserved space and deposit will be forfeited if full payment is not made by said date. Checks payable to Market Under Glass.

If unable to attend, please notify vendor organizer, Caryn van Dijk 320-220-7357, as soon as possible. Refunds will be given prior to 5 weeks of event less a \$30 service charge. No refunds within 5 weeks of event. This is a rain/snow-or-shine event.

Market Under Glass is a juried event and reserves the right to decline a vendor. All new applicants must provide photo references to assist in the process. If not chosen for the event, checks will be voided or online payment refunded within 14 days of receipt. If accepted, checks will be cashed and a notice of acceptance will be sent.

Vendor booth placements are based on several items including, but not limited to, date of payment/contract received, overall product mix, and type of product.

### Show Hours, Set-Up/Tear Down, Promotion

Show dates are Friday March 1st 9 am to 6 pm and Saturday, March 2nd - 9 am to 3 pm.

Please arrive no later than 30 minutes before opening each day. The building will be open 1 hour prior to and 1 hour after event hours for restocking. Vehicles must be unloaded and immediately moved from the loading area. Vendor vehicles must be moved and parked in designated spots.

Vendor set-up is Thursday February 28th beginning at 8 am each day. Take down will follow after 3pm close of the show Saturday. **Absolutely no early take down or packing of product. Vendors must remove and take all their trash.**

Help promote your product and the event by posting to your business website, social media and distributing postcards or flyers.

### Booth Staging & Operating Requirements

Booth fee includes 2 vendor passes. Extra wristbands may be purchased for \$5. Badges must be worn at all times while on the premises.

Booths and staging are expected to be creative and thoughtful--neat in appearance, stocked and staged. We do not want a "craft show" look, but rather a mini-boutique feel inside each space. Do not over stock and provide ample walking space for shoppers. You may restock throughout the day.

Backdrops or partitions are not provided. Vendors must bring their own. If you must use folding tables, they must be covered and skirted on all 4 sides (if storing underneath). No nailing into any walls of building structure.

Do NOT exceed your booth boundaries. Plan accordingly. Your checkout area, merchandise, vendor seating and all displays must be kept within the designated space. All back stock, moving equipment, and packing products (boxes/tubs) must be stored out of sight. Keep aisles free and clear.

Assist customers with loading merchandise and provide customer service.

Be aware of and take action to prevent shoplifting from occurring. You are responsible for your property.

### **New merchandise shall not exceed more than 30% of your product inventory.**

Paint is exempt from this rule. Merchandise must be clean, in good condition, clearly priced, and in season. No selling any offensive/dangerous merchandise.

Keep a working household fire extinguisher accessible in the booth at all times in accordance with fire codes. Highly flammable items are prohibited by the Fire Marshall. Smoking is allowed outdoors in designated areas.

No early (pre-show) customer sales as a courtesy to other vendors and Early Admission shoppers. Discounts may be offered on merchandise to during the event with tasteful clearance or reduced prices tags, but no signs.

A local coffee shop will be on site with hot/cold beverages and light snacks during the event for purchase. For this reason, no food may be sold at your booth unless approved. A lunch may be available for purchase each day; otherwise, vendors are responsible for providing their own food for meals.