

# Christmas in Marinette Craft Show

## Vendor Application

December 7, 2019

9am - 3pm

Your Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Selling \_\_\_\_\_

### Vendor Information:

As a vendor, you may bring your own tables and chairs (per regulations) and use flame retardant tents. \*\*Tables and chairs are available for a fee.

- Please set-up your booth and equipment on Saturday, December 7 from 6:30am – 8:30am.
- Tear down is Saturday, December 7 from 3pm – 5pm.
- After set-up, Vendors are **NOT ALLOWED** to tear down until after 3pm on Saturday.
- You will be assigned a booth number. Please **ONLY** set-up in your assigned booth. If you set-up in another booth, you will be asked to move.
- WI-FI is available.

*NOTE: Please read these rules thoroughly before signing and agreeing to abide by them. There will be no exceptions made for any vendors. This is for the vendor's safety and the safety of everyone attending.*

Booth Space 10x10

Booth Cost \$35.00

### Available for Rent:

Tables... \$9 quantity \_\_\_\_\_

Chairs... \$2 quantity \_\_\_\_\_

Linens... \$5 quantity \_\_\_\_\_

Electric... \$5 yes \_\_\_ no \_\_\_

Vendor Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Questions Please Contact:

Melissa Ebsch, Director of Tourism & Marketing

715-732-5162 or [mebsch@marinette.wi.us](mailto:mebsch@marinette.wi.us)

Make Checks Payable To: Community REC Center (2501 Pierce Ave, Marinette, WI 54143)

### **Regulations for All Contractors, Vendors and Assignees**

1. Anyone who wishes to participate at the Christmas in Marinette Craft Show MUST follow all registration protocols. This also includes businesses and organizations that provide “non-sale” promotional marketing, advocacy groups like petitioning, and any persons interested in setting up a table or taking space inside the Craft Show. No exceptions.
2. Vendors must enter the Market between 6:30 AM and 8:30 AM. NO ENTRANCE AFTER 8:30 AM. Being late could prevent you from selling at that Market. Vendors must remain in the Market from 9:00 AM to 3:00 PM. Vehicle traffic is not allowed within the Flea Market area between 8:30 AM and 3:00 PM. Leaving early could result in a fine or lockout of future markets. Vendors needing to leave prior to 2:00 PM must first alert management from the Information Booth.
3. Vendors must stay within their designated selling area defined by the stall numbers. Do not exceed beyond the identified lines and stay behind the numbers in the front of the selling area.
4. Vendors are responsible for securing canopies, tents, umbrellas, etc. and merchandise in the event of wind or natural disaster (if event is outside).
5. “Pack It In, Pack It Out”: Take all of your garbage, trash, recyclables, boxes, packaging, and unsold items with you at the end of your selling day.
6. Vendors are responsible for obtaining a Seller’s Permit if required. Check with the Wisconsin State Department of Revenue for rules and regulations pertaining to selling of goods and services.
7. Do not sell or attempt to sell, market, advertise, give away, or have in your possession: pets, illegal drugs or drug paraphernalia, medicines, nutritional supplements, alcohol, food, beverages, polystyrene foam disposable food service ware including cups and food containers, candy, stolen property, poppers, fireworks, firearms, weapons, switchblades, fixed blades of 2 1/2 inches or more, and/or any other illegal items. The City of Marinette Community REC Center reserves the right to determine restricted and or offensive merchandise.
8. Vendor Code of Conduct: Physical or verbal threats or abuse, obscene, libelous or slanderous conduct, disruptive behavior, willful disobedience, profanity, vulgarity, open and persistent defiance of authority, or the persistent abuse of City of Marinette Community REC Center personnel will not be tolerated and may result in immediate and permanent expulsion from the Flea Market.
9. The City of Marinette and the Community REC Center reserves the right to deny anyone the opportunity to sell at the Christmas in Marinette Craft Show.
10. No dogs or other pets allowed (except for service animals.)
11. **REFUND POLICY – No Refunds.**
12. **Use of tables, chairs, equipment, carts, etc.** All must not damage floor. Protection of the Community REC Center flooring by using cushioned feet on equipment must be used.

***Violation of any of these regulations may result in fines, removal of vendor, refusal to allow reentry, denial of further use of the Antique & Flea Market  
Regulations are subject to change without notice.***