

Vintage & Handmade Market Exhibitor's Application

Roanoke, Indiana

Market date: June 15, 2019

Market hours: 9 am – 4 pm

Set-up hours: 6:30 am – 8:30 am



Thank you for your interest in being a vendor at the Vintage & Handmade Market for 2019! After reading the conditions below, please fill out the form on Page 2 and email your form AND images of your items to DiscoverRoanoke@gmail.com. After we have reviewed your handmade or vintage items, we will be in contact with you. Thank you again for your interest and we hope to hear from you soon!

Conditions;

1. Exhibitor ("Lessee") must sign up at the information booth (on Main Street) prior to set-up to receive space assignment. Assignments will be decided by the Vintage & Handmade Market.
2. The Market will take place on Main Street in Roanoke, Indiana.
3. The Roanoke Chamber of Commerce (Lessor) and the Town of Roanoke will not be held responsible for any injury or loss that may arise or come to the Lessee or his/her goods from any cause whatsoever while said premises are being occupied under this agreement. If any cause whatsoever makes it impossible to hold the Market, this lease shall terminate, and the Lessee waives any claims for damages. **The fee is non-refundable.**
4. The Lessor will not provide insurance. All insurance must be placed and paid for by the Lessee. Lessee agrees to relieve the Roanoke Chamber of Commerce and the Town of Roanoke of all responsibility in connection with the safekeeping of my/our property while said property is at the Market.
5. It is the intention of the Chamber of Commerce to offer quality vintage items and handmade items at the market. **Any and all merchandise offered as "vintage" must be from the 1970's or earlier. No reproductions or collectibles. All handmade items must be handmade and not mass produced.** This will be strictly enforced. The committee has the right to dismiss any vendor who does not adhere to this condition.
6. No exhibit shall be removed until after the show has ended, at 4pm, June 15, 2019.
7. Lessee exhibits shall be manned at all times during the market. Only one Lessee may occupy a booth space unless prior approval is given for **both** Lessees.
8. **Tables and tents will not be provided for Lessee.** If Lessee chooses to utilize a tent and/or tables, then he/she will be responsible for bringing these items.
9. All merchandise must be displayed within the confines of the agreed upon space. No merchandise is to be sold out of cardboard boxes, or from a trailer, truck, or other vehicle. Merchandise must be individually priced. All merchandise must be in good repair.
10. Lessee is responsible for cleanup of their own space. Trash receptacles will be provided.

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11. Lessee is responsible for their own sales and for collection of all appropriate sales tax.
12. Vehicles will be allowed access to Main Street for set up and tear down only. **Vehicles MUST VACATE Main Street by 8:30 am for set-up.** Vehicles are not allowed on Main Street again, until after the close of the show, at 4:00 pm.
13. Lessor may cancel this agreement at any time by written notice to the Lessee. If cancelled, the fees paid by Lessee shall be returned and the Lessee waives any rights to damages beyond these returned fees.

Space prices:

Space size: 10 x 10 \$40.00 before May 15th, 2019 (\$60.00 after May 15, 2019)
Space size 10 x 20 \$80.00 before May 15th, 2019 (\$120.00 after May 15, 2019)

Please complete form:

Name _____ Store/Company _____

Address _____

E-mail Address/website/Facebook Page _____

Telephone _____

Description of items for sale _____

Please include images of your items or provide a website address above for review.

Thank you!