5th Annual Merry Marketplace

Presented by

Edmond Women’s Club

**DATES & LOCATION:**

**Friday, November 18, 2016**

# Friday, 10:30 AM to 8:00 PM

Gaillardia County Club

5300 Gaillardia Blvd.

**Instructions *PLEASE COMPLETE FORM, ALL INFORMATION IS NEEDED***

A) Read vendor contract. B) Fill out contact completely and legibly (Please type or print). C) Return entire contract with pictures to Edmond Women’s Club, **P.O. Box 3046, Edmond, OK 73083** or **Email** **ewcmerrymarketplace@gmail.com**. D) Upon acceptance by Edmond Women’s Club this application becomes a legal binding contract upon both parties. E) **Call Megan at 254-855-1800, if you have any questions.**

## Please Print

Company Name

**Booth manager or person to receive all future correspondence concerning booth:**

Name: Telephone: Fax: Mailing Address: City: State: Zip:

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Oklahoma State Tax ID:

Company Web Address:

Items/Products/Services to be displayed or sold:

(Attach separate sheet if additional space is required. **Photos Required**.)

We agree to the Terms and Conditions on the back page.

Company Authorization: X **(MUST BE SIGNED TO BE ACCEPTED)**

**BOOTHS**

*Your booth will not be assigned until funds are received. Booth Assignments will be on a first come first served basis. Assignments will be on a first come first served basis*

**Approx. 8 x 6 Booth** **$ 150.00**

 -Electricity Available

 -Entry for 2 vendors

 -2 Boxed lunches included (Turkey Club Sandwich, Chips & Cookie)

 ***If additional lunches are needed please order below for $15/each***

*\*\**Tables and Tablecloths **NOT** included\*\*

If needed please rent in section below.

**Additional 8 x 6 Booth(s) $ 125.00 Each**

**DO NOT SEND PAYMENT UNTIL YOUR APPLICATION IS ACCEPTED.**

## SPONSORSHIPS

## Underwriter of Merry Marketplace $ 2500.00

**Filled**

Your **Logo** on all printed materials-Signature Sponsor Recognition

Opportunity to address audience

Opportunity to distribute marketing materials at event

25 tickets to Merry Marketplace

An opportunity to promote your business at an EWC meeting

**Supporter of Merry Marketplace**

 **$ 400.00 with 1 booth rental included**

 **$ 250.00 with no booth rental**

 -Your **Logo** printed on Tote Bags handed to every attendee

including the stuffing of any marketing material you provide

 -6 tickets to Merry Marketplace

 -Recognition on EWC.org website

## REFUNDS

**Refunds** are **only** considered with a **30 day** written notice and are subject to 50% service fee.

###  Sponsorships:

Supporter of MM $

**Booths:**

1 Booth ($150)

2 Booths ($275) $

Electricity Needed **Yes or No** (circle one)

**\*\*TABLES AND CLOTHS NOT PROVIDED – MUST ORDER BELOW IF NEEDED\*\***

8’ Table $10 $

8’ Black Tablecloth $10 $

Add’l Box Lunch $15/Lunch **)** $

(2 provided)

Add’l Ticket for Vendor $15$

(2 provided)

**TOTAL $**

 *Make All Checks Payable to:*

## Edmond Women’s Club

Send To:

**Edmond Women’s Club**

**P.O. Box 3046 Edmond, Oklahoma 73083**

**For more information Call**

**Megan January**

**Phone: 254-855-1800**

## Payments

Cash, Check and Credit Cards Accepted. Visa Mastercard & American Express.

 **Deadlines: Sept. 1st -Application Deadline**

 **Sept. 16th -Notified of Acceptance/Rejection Sept. 30th -All Fees Due**

***OFFICIAL USE ONLY***

Edmond Women’s Club Account Rep: Date Received: Amount Paid: Booth Area:

Balance: Booth Number(s)

***Send original to Edmond Women’s Club and Make copy for your records***

General Vendor Contract:

**Vendor Hours of Operation:**

Hours of operation are 10:30am to 8:00pm. Booths should remain open until approximately 8:00pm on Friday.

**Vendor Check In:**

Vendors will be assigned a booth number and space. Vendors can set up Friday, November 18th from 7:00am-10:00am

Please be courteous to other booth vendors during this time.

Vendors will be responsible for their own taxes and collection of monies. Vendors will not be required to share profits with EWC.

**Vendor Booth Spaces:**

Booth Spaces cannot be guaranteed until application and payment are received. All items are subject to review before acceptance and some items may be exclusive. Booth vendors with items such as handmade jewelry, clothing etc. may be duplicated. We will do our best not to place vendors with like items in close proximity to one another.

Booth vendor spaces are chosen on a first come basis of paid reservation.

All Vendor Booths will come with 2 (two) tickets for entry. Additional Vendor tickets will sell for $15 each. These are to be used by Vendor’s ONLY.

**Registration deadline: September 1st, 2016.**

Late entries will be accepted if space is available.

**Vendor Responsibilities:**

**Each vendor will either need to provide their own table or rent one through this application.** Chairs will be provided.

**Vendor must bring extension cords.**

Edmond Women’s Club and Gaillardia will not be held responsible for theft or damage to merchandise. Vendors are responsible for the safety of their own merchandise.

Edmond Women’s Club reserves the right to ask for the alteration of display and/or removal of items or booth vendor from the event.

In order to keep Merry Marketplace a comfortable environment, vendors will not display, advertise or sell any merchandise we feel is inappropriate, offensive or misleading.

The Edmond Women’s Club Merry Marketplace committee reserves the right to have final authority regarding availability and location of booth space, booth design, and merchandise. By signing you agree to all terms and conditions of this contract.

**NOTICE: This event is a “rain or shine” event and will only be delayed due to severe weather. The decision to delay festival hours will be made by the Edmond Women’s Club Merry Marketplace committee. If your booth is not set up due to inclement weather you will forfeit any fees paid.**

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Vendor Signature Date

**VENDOR COPY**

Dear Merry Marketplace Vendor,

Thank you for being a part of the EWC 5th Annual Merry Marketplace. Our goal is to provide a fun and unique shopping event. This is a paid ticket event with shopping, champagne/beverages, and door prizes. Our desire is to provide you with ideal situations in which to conduct business. We want you to be successful and thank you again for choosing our event as part of your busy schedule. Please do not hesitate to contact us if you have questions or concerns. Please keep this information for your records.

Thank you,

Megan January & Gina Buendia, Merry Marketplace Chairs

Edmond Women’s Club

Megan Cell: 254-855-1800

Email: ewcmerrymarketplace@gmail.com website: [www.ewc.org](http://www.ewc.org)

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Thank you for choosing EWC’s Merry Marketplace!