



Christmas City USA

downtown event

Dear Crafter/Vendor,

It's hard to believe, but summer is over and Christmas is right around the corner. The Christmas City USA Walkway of Lights will be hosting/celebrating their 50th year Anniversary on December 7, 2019 from noon to 10 p.m. We are currently seeking VENDORS for our event. The event will be held in Marion's downtown area and local businesses. This is an opportunity to sell homemade goods, crafts and merchandise and also to help support the Walkway of Lights. Space will be on a first come, first serve basis.

Contact: Rose Cadena rcadena@cityofmarion.in.gov or 765-382-3761

Booth Fees: Food/Truck Vendor - \$50.00, register before Nov.1st early bird special fee \$35.00
Crafts/Home goods Vendor - \$25.00, register before Nov. 1st early bird special fee \$15.00

Booth Sizes: Approx. 10 x 10 unless prior approval

Guidelines: Vendors must provide their own booth displays, tables, chairs, extension cords, etc. Set up will begin at 9 a.m. December 7, 2019. All booths must be set up no later than 11:45 a.m. No Vendor may take down before 9 p.m. unless you have sold out. You will be responsible for the cleanup of your area once the event has ended.

Submissions: You must submit payment with your application.

Approval: Notification of approval will be sent via email. Submission of the applications and fees does not mean you are automatically accepted into the event. Booth fees will be refunded to those vendors not selected. Once accepted into the event NO refunds will be given.

Publicity: Ads for this event will run in the local newspaper, radio, face book and flyers.

Payment: Please make checks payable to:
Walkway of Lights
301 S. Branson Street
Marion, IN 46952
Attn: Parks Dept.

Attached is the registration form for you to fill out and return. We will need these, as well as your registration fee, back by November 15th at the latest. We look forward to hearing from you! If you have any questions, please contact us.

Marion Park Dept. | 301 S. Branson St. | Marion, IN 46952 | 765.382-3761 | rcadena@cityofmarion.in.gov
www.walkwayoflights.org | @WalkwayOfLights



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Contact Name:			
Phone:	Fax:		
Address:			
Website:	FB Page:		
Email:			Date:
Preferred Form of Contact (check one):	Phone	Mail	Email
Business Description:			
Type of Merchandise you would like to sell at our event, include price range:			

Vendor/Registration Fees:

_____ \$50.00 – Food/Truck Vendor (early bird registration before Nov. 1st \$35.00 fee)

_____ \$25.00 – Craft/Home Goods Vendor (early bird registration before Nov. 1st \$15.00 fee)

Additional details about your set-up, questions, or notes:

_____ For promotional purposes, Christmas City USA Walkway of Lights has permission to mention my business name and use photos of my work for Promotional/Marketing purposes.

Do you need Electricity for your booth space? _____ (limited electricity available)



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I agree to the following rules (click each check box, please). Not following these rules may result in your not being allowed to participate as a vendor:

- I will be ready to serve my customer at the exact time the event opens. Setup begins at 9:00 am
 - I will stay within the allotted space set aside for me
 - I will not share my space with another vendor (no doubling-up), without prior approval.
 - I take full responsibility for my merchandise, personal belongings, supplies, and staff.
 - Leave No Trace: I will take all trash my booth generates.
 - I understand that my application is not approved until signed off by the Walkway of Lights
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Approval: Once approved, you will be emailed a confirmation that you are an approved vendor.

If you are not approved, your check will be returned.

Please make checks or money orders to: **Walkway of Lights**

Mail application & check/money order to (*application may be emailed to rcadena@cityofmarion.in.gov*)

Mailing address: Marion Park Dept., 301 S. Branson St., Marion, IN, 46952

Signature of Vendor/Artist

Internet signature accepted

Approved by:

Date:
