

# Washington Farmers' Market *Craft & Gift Expo* - November 17, 2018

**Hours:** Saturday, November 17, 9 a.m. – 3 p.m.

**Location:** Washington City Park Auditorium (211 High Street, Washington, MO 63090)

**Set-up:** Friday, November 16 (6 - 8 p.m.), Saturday, November 17 (7 – 9 a.m.)

**Booth Cost:** \$30 each (Market vendors receive their first booth free)

## Reserving a Booth

**Washington Farmers' Market Vendors** – Existing vendors with the Washington Farmers' Market can reserve spaces by contacting Amanda on or before **Friday, September 14**. There is no charge for the first booth. Current market vendors may reserve one additional space for a discounted fee of \$25.

### **Returning EXPO vendors**

\*Can reserve a space beginning Monday, September 17

### **New EXPO vendors**

\*Can reserve a space beginning Monday, September 24

Booth Cost: \$30 (checks payable to WACC)

### **Please return payments by Nov. 2 to:**

Washington Area Chamber of Commerce

Attn: Amanda

323 W Main Street

Washington, MO 63090

\*Applications can also be e-mailed to

[info@washmo.org](mailto:info@washmo.org).

## Set-up & Tear-Down

Spaces will be available for set-up Friday, November 16 (6 - 8 p.m.), Saturday, November 17 (7 – 9 a.m.).

Booth boundaries will be clearly marked. Vendors should be ready for customers by 8:55 a.m. The show will close at 3 p.m. The building will remain open for clean-up until 5 p.m. Electricity (one 110-volt electrical outlet, 15 amps) is available if needed but must be requested on the contract. Vendors are responsible for providing adequate extension cords and power strips. Please exercise common courtesy and remove vehicles from the unloading area as soon as possible during set-up and tear-down.

## Rules & Regulations

- No helium-filled balloons are to be used or given out.
- All tape used to secure items to the wall or floor must be furnished by Event Staff.
- Vendors are not allowed to actively solicit outside of their booth space.
- Food & Drink will be available for purchase.
- In regards to baked goods and jams/jellies, existing rules from the Washington Farmers' Market are to be followed. Craft items are not required to be handmade by the vendor.

## For Questions

Washington Area Chamber of Commerce – Amanda Griesheimer

[info@washmomarket.com](mailto:info@washmomarket.com), office: 636-239-2715 x106, cell: 636-221-1118

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**CONTRACT**

Vendor Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Items to be offered in booth: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electricity needed? \_\_\_\_\_

# of spaces requested: \_\_\_\_\_

Please rank top 5 spaces requested in order of preference:

1 -

2 -

3 -

4 -

5 -

*In no case shall the Washington Area Chamber of Commerce, Washington Farmers' Market, or City of Washington, or any of its officers, directors, or employees be held responsible for any loss, damage, injury, death, theft, to any persons and/or property while at the Indoor Expo. Washington Area Chamber of Commerce, Washington Farmers' Market, and the City of Washington hereby assume no responsibility either as a bailee or otherwise, for any property brought upon said premises.*

I have read and agreed to the Rules & Regulations for the 2018 Washington Farmers' Market Indoor Expo.

\_\_\_\_\_  
Vendor Signature