



Winter Market at The Depot

The Winter Market at The Depot is organized by The Chamber of Commerce Grand Haven, Spring Lake Ferrysburg. The Market will take place within the old Train Depot Building—1 North Harbor Drive, Grand Haven.

The building is incredibly unique and full of character. The Market dates, costs and details are listed below. The Winter Market is limited to **16 vendors**, and they will be chosen by a screening committee. **Applications are due by November 1, 2018** and vendors will be **notified by November 6, 2018**.

CONTACT INFORMATION

Business Name: _____

Primary Contact Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Website Address: _____

Facebook Page: _____ Instagram Username: _____

BOOTHS

Vendors are provided with up to two (2) 6 ft. tables and two (2) chairs. Booth spaces are approximately 7x7. There is little to no electricity available, so please plan accordingly.

Market cost is \$70/individual date or \$350 for all six (6) Winter Market dates.

MARKET DATES

The following are the scheduled Winter Market dates. Please select which dates you would be committed to. There is a price break when vendors sign up for the entire season (see pricing above). **No refunds will be given**, so it is important that you attend the Market on the dates you have committed to.

- Friday, November 16, 5—8pm (Light Night & Market Preview/Kick-Off) _____
- Saturday, November 17, 10am—3pm _____
- Saturday, November 24, 10am—3pm (Small Business Saturday) _____
- Saturday, December 1, 10am—3pm _____
- Saturday, December 8, 10am—3pm _____
- Saturday, December 15, 10am—3pm _____

VENDOR CATEGORY

Select the category that best describes your operation.

Vendors must submit 3-5 photos of their product with application or have photos available on their websites/Facebook.

- | | | | |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Produce | <input type="checkbox"/> Christmas Décor | <input type="checkbox"/> Winter Clothing Items | <input type="checkbox"/> Other |
| <input type="checkbox"/> Greenery | <input type="checkbox"/> Home Décor | <input type="checkbox"/> Jewelry | _____ |
| <input type="checkbox"/> Baked Goods/Sweets | <input type="checkbox"/> Food Items | <input type="checkbox"/> Woodwork | _____ |

- Is your product grown, made or produced in Michigan? Yes No
- Is your product mass-produced? Yes No

LICENSING INFORMATION (LEAVE BLANK IF NOT APPLICABLE)

Michigan Sales Tax License Number: _____
Nursery Dealer License Number: _____
Plant Dealer License Number: _____
Plant or Nursery Inspection Number: _____
Organic Certification License Number: _____
Michigan (MDARD) Kitchen License Number: _____
Other Relevant Inspection Number(s): _____

ADDITIONAL REQUIREMENTS & INFORMATION

Vendors are required to display their business or company name prominently, either with a table cloth or signage. Vendors must provide their own table cloths. Christmas and holiday décor is encouraged. The Michigan sales tax rate is 6% and vendors are required to handle that reporting on their own. As mentioned, electricity is not readily available and shouldn't be counted on. The Depot is a historical building and vendors are asked to respect it. You may not use any walls for displaying product or as a part of your booth unless using 3M Command Strips ONLY. Staff must be present the entire Market time.

PAYMENT & SUBMISSION

This application can be faxed, emailed or mailed to the addresses/numbers listed below. **Upon approval**, payment is due via check, cash or credit card. Checks can be made payable to The Chamber. **PLEASE DO NOT SEND PAYMENT UNTIL YOU HAVE BEEN APPROVED.** Applying does not mean you are guaranteed a spot. A wait list will be started if necessary.

ENCLOSURE CHECKLIST

- 3-5 Photos of your product
- My products can be see online at _____
- Copies of any licenses (if applicable)

SIGNATURE & WAIVER

Vendor's signature verifies that the above information is complete and accurate.

For good and valuable consideration received, the undersigned agrees to indemnify and hold harmless, The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg and its members, officers, directors, employees volunteers and agents from any and all liabilities, damages and fees. The undersigned recognizes hazards of participation and assumes all risks. Application is subject to changes as seen fit by staff, and additional information may be required.

Signature: _____ Date: _____

**Due: November 1, 2018 | The Chamber of Commerce | One South Harbor Drive, Grand Haven, MI 49417
msherman@grandhavenchamber.org | P: 616.842.4910 | F: 616.842.0379**