

Office of the Clerk
City of Williams
Lake of the Woods County
PO Box 98
Williams, MN 56686
218-783-3271

Williams Community Market
Williams City Park
September 29, 2019
Noon to 4 p.m.

1. Setup/Break Down: Exhibitors may begin setting up at 8:00 a.m. and break down can start no sooner than 4:00 p.m. on the day of Market. No vendor is to close before the official closing time. Exhibitors must keep a professional appearance and are responsible for clean-up and maintenance of their area.
2. Exhibitor Spaces: Booth display: Booth space is approximately 10'x12'. Booth fee is \$15.00. Boxes, coolers, totes or carts should not be visible. Exhibitor booths must not interfere with adjacent exhibitors in any way. All the exhibitor's booths and displays, including chairs, must be placed within the confines of their space. No obscene or questionable items will be permitted.
3. Tables and Chairs: Each exhibitor must furnish his or her own tables, chairs, stands, tents, etc. We do not supply them.
4. Staffing: All exhibitor tables/booths must be manned at all times and intact until the Market closes at 4:00 p.m.
5. Alcohol and guns are not allowed on City Property during this event.
6. All pets must be leashed at all times (please clean up after your pet).
7. Liability insurance must be obtained by the vendor at their own expense. We do not need a copy.
8. Each exhibitor is responsible for collecting the State Sales Tax and filing a report with the Department of Revenue. We do not need a copy.
9. Payment: Non-refundable payment in full is due with the application. The City of Williams is not liable for conditions that prevent the exhibitor from attending and fulfilling the contractual obligation as an exhibitor. No refunds will be made for accident, health, or other causes for non-participation. In the event of an emergency cancellation by the Williams Community Market, the full entry payment will be refunded.
10. No overnight storage is available. Exhibitors cannot set up the night before.
11. Exhibitor Responsibility: The Williams Community Market and there by the City of Williams is not responsible for damage, theft or loss of any of the exhibitor's items.
12. The City of Williams reserves the right to decline any application for space if it deems such action to be in the best interest of the Williams Community Market.
13. One vendor/crafter per booth: Only one vendor/crafter per booth; space may not be sublet or shared without prior approval from City Staff.
14. WiFi may be available – passwords will be given out at event.
15. If you have questions or concerns, please contact Leslie or Verna immediately. We will be there all day. We are there to ensure a safe and profitable event for everyone.
16. All rules will be enforced. Williams Community Market reserves the right to make the final interpretation of all rules.

Contact Leslie at 218-783-3271 Monday thru Thursday 8 a.m. to 2 p.m. to reserve your spot. We are allowing only one vendor for each MLM company (i.e. Scentsy, Tupperware, LuLaRoe, Watkins etc.).

The City of Williams is an equal opportunity provider.

www.WilliamsMinnesota.com