

2020-2021 VENDOR APPLICATION

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

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact phone number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Website/Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Service or Product(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you are interested in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Application will be valid for one calendar year)**

**Number of spaces**: \_\_\_\_\_\_\_\_ **Total due**: $\_\_\_\_\_\_\_\_\_

**Electricity**: Y or N **Wall**: Y or N (both options have limited availability and may require additional fee)

***(View website www.lakeeventsgroup.com or call for venue and pricing)***

**Food Trucks**: $150 (depending on event & availability)

**GUIDELINES**

1. ***SHARE, SHARE, SHARE! The success of any event takes effort and dedication from all involved!***
2. ***VENDORS AND DIRECT SALES REPRESENTATIVES:***
	1. ***Do not mail your check or pay through PayPal/Venmo/CashApp before talking to Danielle.***
	2. ***Please make sure that product or service has not already been filled.***
	3. ***Danielle 440-289-3781***
3. ***Depending on the event, you must bring your own table(s), chairs, booth setup, display racks, tents, coverings etc. No burning, nailing, taping, tacking to walls or fixtures.***
4. ***Set up must fit in the space purchased. Please do not take extra space as it is not fair to those that paid extra. Please keep area clean and discard all trash.***
5. ***Please unload and move vehicle to the furthest parking spaces to allow customers ample parking.***
6. ***If mailing a check, please inform Danielle, we allow 7 days from the date indicated the check was mailed.*** ***If not received, the spot will be offered to the next person on the waiting list.***
7. ***Mail Checks to: Lake Events, 15 E. Shore Boulevard, Timberlake, OH 44095***
8. ***PayPal (******sherrifalkenberg@yahoo.com******) YOU MUST PAY THROUGH FRIENDS AND FAMILY. No exceptions. Payment must be received within 48 hours along with application. You may email a screenshot of your application to danielletorok17@gmail.com***
9. ***NO REFUNDS, NO HOLDS, NO COMPS, NO TABLE SHARING, NO CHECKS ACCEPTED 7 DAYS PRIOR TO THE EVENT, NO PAYMENTS ACCEPTED THE DAY OF EVENT***
10. ***If you sign up for multiple events and cancel NO REFUNDS.***

***\*\* A Monthly raffle donation is mandatory and it’s’ a great way to get your product or service noticed! \*\****

How did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Welcome to the Great Lakes Market**

We appreciate you wanting to use our Venue to promote your Business.

We have a few house rules to make the Market Day a successful place to be.

\* You're provided (1) 8-ft table with a banquet table covering and two chairs. One space equals an 8 ft. table (No additional space on either sides/ends of the table)

* Each additional table $15 per day
* Set up is on Saturday between 9:30 and 10:40 a.m.
* NO cars are to be in front of the building after 10:45 a.m.
* Sunday set up begins at 11:30 a.m. to 12:40 p.m.
* NO vehicles in front of the building after 12:45 p.m.
* The Market ends at 5:00 p.m. Do not tear down your setup prior to 4:55 p.m.
* NO vehicles allowed in front of the building prior to 5 p.m.
* You must make sure before pulling up to the building you're completely packed, as a courtesy to others that are also waiting to load their vehicles
* The Great Lakes Mall is open & operating at their scheduled hours, therefore people will be driving and walking through the parking lot and we highly suggest using absolute caution when loading, unloading, or crossing the parking lot
* You are expected to be at the Market for the entire time unless there is an emergency, at which we ask you just communicate to an admin the situation
* All vehicles are to be parked by the (old) Sears building and the Market to allow for customer parking. If you are unsure what that designated area is, when you check in with an admin they will advise
* A Chinese Raffle Basket or Raffle Item valued at $15 or more is required for our monthly raffle that will be drawn the last Sunday of each month
* We encourage & highly suggest YOU to promote the Great Lakes Market Event via Facebook to your social media outlets
* Only 1 Business per Vendor Space
* We ask that Sat/Sun Registrations are completed by the Wednesday prior to the Weekend
* Registration is complete when payment in full is made
* To guarantee a Saturday/Sunday space, payment must be received by Wednesdays @ 4pm.
* $10 late registration fee (after 6pm Wednesday)

ADDITIONAL COSTS MAY BE INCURRED, DEPENDING ON WHERE YOU CHOOSE TO SET UP YOUR VENDOR SPACE:

\* **Inside Great Lakes Market** (Old Firestone Bldg) space on Saturday $25, Sunday $25, both days within the same weekend $40

\* **Inside Great Lakes Market/ Mall (**in front of the entrance to Great Lakes Market) Saturday $40, Sunday $30, both days within the weekend $60

(You will be responsible for setting up/carrying table from inside the Market out to the Mall and returning it back inside the Market at the end of the day)

\* **NEW** \* Thursday Farmers Market

Sept 9 - Oct 28 / Hours 3pm -7pm

Set up @1:30pm

Cost $10 per table

Must Contact Danielle 440-289-3781

Payment due no later than Tuesday of that week.

Payments can be made by PayPal, Venmo, Check (7 days prior to Event) or Cash.

Venmo or PayPal Payments must be processed as **Friends and Family.** After you've been approved by the Great Lakes Market Team, you can process your payment. In the notes section, please indicate YOUR business name & days/dates payment is intended for.

**PayPal**: sherrifalkenberg@yahoo.com

**Venmo**: @Sherri-Falkenberg

* You must get approval by the admin that you've been accepted. You cannot just show up or call/text the night before
* Disrespecting ANY of the Admins or other Vendors will NOT be tolerated and can be grounds for dismissal from the Event as well as any future Events with Lake Events Group
* Any items left behind are solely at your own risk. Great Lakes Market is NOT responsible for any lost, damaged or stolen items.

We appreciate your cooperation in making the Great Lakes Market a successful Market

Thank you kindly,

Great Lakes Market Team