

Jen's Market's & Events LLC
Application
INDOOR &
OUTDOOR EVENT (weather permitting)

LOCATION: Howard Community Club
 5645 Forsyth Road Macon, GA 31210
 Set Up Time Day of Event: 8:30 AM – 10:30 AM
 Event Hours 11 AM – 4 PM
 Inside: From front of building **CART REQUIRED**

DATES: SATURDAYS Nov 23 Feb 8 “Galentine’s Market” March 15 April 12 May 10 “Mother’s Day Market”
June 21 July 19 “Salsa Showdown” August 16 Sept 20 Oct 18 Nov 22 Dec 20

Please send a few pictures of your items or set up with the application. If you have been approved as a vendor you will not need to complete another application.

Name _____
 Business Name _____
 Address _____ City _____ ST _____ Zip _____
 e-mail _____ Contact Phone # _____

Product Category

_____ Produce
 _____ Packaged Foods (for take home) Type:- _____
 _____ Crafts Type: _____
 _____ Plants Types: _____
 _____ Commercial Vendor Product or Service _____
 _____ Food Truck OR Tent Length of truck _____ Serving side _____
 Please submit Menu with application

Submitting your application does not guarantee a space. You will be contacted within 2 days of your application as to your status.

PAYMENT can be made on the website at www.jens-market.com on the Vendor Booking page (access granted after your application is approved.)
Or by check to Jen's Markets, LLC 1241 Branch Creek Way Greensboro, GA 30642

RATES ALL payments are non-refundable and non-transferrable.

Booking for Double Space is allowed. Electricity is Limited Inside, at no charge. No Candles/No Smoking Inside

INSIDE SPACES Only 30 available

ALL Inside Spaces are approx.. 6 ft x 8 ft. Bring your own table. End Cap spaces allow for a 4 ft table also. Racks must fit inside your space. A diagram of the layout and current spaces booked is on the Vendor Booking page.

<u>Sponsor or Commercial Business</u>	\$150
 <u>CRAFTS/DIRECT SALES/PACKAGED FOODS</u>	
End Cap Space Includes 2 chairs	\$ 45
InLine Spaces Includes 2 chairs	\$ 40
Inside Spaces – Searcy Room Includes 2 chairs	\$ 35

OUTSIDE SPACES

Outside spaces are a generous 10x10. There are 9 tent spaces and 4 spaces for Food Trucks on the parking lot in front of the building.

Crafts/Direct Sales/Food \$30
 Commercial Business \$100

There are 18 Spaces in the grass field, 10x10. Spaces 10F, 11F and 12F will accommodate a trailer or canopy tent with car behind it. There is **NO PARKING** in the field!!!

Total Amount Due \$ _____

PLEASE READ GUIDELINES AND INITIAL AT THE BOTTOM OF THE PAGE

Jen's Market is currently not a juried market, **however all vendors are reviewed for acceptance. Priority is given to hand crafted items (makers), and USA sourced materials.**

PRODUCT

Your application must indicate what you are selling. Your set up at the market MUST be 75% or more of THAT SPECIFIC PRODUCT. Example: If you sell vegetables, don't bring handmade scarves.

*****Howard Community Club does not allow any alcohol on premise, no smoking inside.
No items with profanity/nudity print/graphic.**

We do suggest our vendors have proper permits and or business licenses to conduct business at the markets. ALL FOOD VENDORS must meet Florida requirements for food handling and packaging. Jen's Market Inc., is not responsible or liable for any vendors business operations.

PAYMENT

Payments are due 30 days prior to the event date. No spaces will be held; if venue is full, payment will be returned. Payment can be made on line at www.jens-market.com [Vendor Booking Page](#)

COMMUNICATION

All vendors are required to have e-mail to receive updates on the event. You are responsible for knowing your space assignment and carry in requirements.

SET UP/TEAR DOWN

Jen's Market does not supply or rent equipment - all vendors must bring their own display, tent, tables, chairs, electric cords, etc. unless indicated on application.

Vendors should be completely set up with vehicles removed from the Unload area 30 minutes BEFORE the event starts.

Vendors arriving late will forfeit their space and be moved to the add-on space area.

No vendors allowed to set up after the market has opened. No walk on's allowed.

Have all your items boxed & broken down before bringing your vehicle back on site to load.

No EARLY breakdown without prior approval from Market Manager.

Vendors MUST display a sign identifying the product and/or business name. Signage must be securely attached to booth, table or stall as not to interfere or impede foot traffic.

Vendors are responsible for keeping their space attractive during the event and for cleaning up their space after event closes, including removal of garbage (from event site - not placed in onsite trash receptacles).

CANCELLATION POLICY:

The Community Market is an INDOOR and OUTDOOR event. Booth fees are non-refundable and non-transferrable.

Jen's Market reserves the right to refuse or terminate any vendor who does not comply with the above guidelines.

PROMOTER STATEMENT:

Jen's Market managers and promoters reserve the right to restrict or terminate any vendor's activity or remove any product, which, in their opinion, is objectionable or inappropriate or is detrimental to the quality of the event as a whole. In the event of any restrictions or evictions, Jen's Market and its affiliates will not be liable for any refund of rental or other expenses.

Jen's Market managers and promoters reserve the right to remove, without refund or recourse, any exhibitor who misrepresents himself or his product. In addition, the promoter reserves the right not to select vendors who may not be suitable for the market.

**I have read the Vendor Market Guidelines and understand my responsibilities as a vendor at Jen's Market's.
Please initial _____**