

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: 8:00AM – 9:45 AM
Event Hours 10 AM – 2 PM
Inside: Ramp for unload CART Recommended

DATES: 3rd SATURDAYS

June 21 July 19 August 16 Sept 20 Oct 18 Nov 15

Dec 20th Special Event – different rates apply Hours are 11 AM – 8 PM

October 24-25-26 Oc-TOBO-Fest at Sandy Beach Park in Lake Tobesofkee Recreation Area

Single Day Rate is \$75, 3 day rate is \$125 Hours Friday 3-7, Sat & Sun 11-7.

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 148 Beaver Ridge Circle Macon, GA 31220

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. 8 ft x 9 ft. Bring your own table. End Cap spaces allow for a 4 ft table also. Racks must fit inside your space.

Sponsor or Commercial Business \$150

CRAFTS/DIRECT SALES/PACKAGED FOODS

Includes 2 chairs (8 ft table provided upon request/availability) \$ 40

OUTSIDE SPACES

Outside spaces are a generous 10x10. Set up is primarily on grass, under oaks in front of building parking lot. Food Trucks set up on parking lot.

Crafts/Direct Sales Hot Food or Food Truck \$ 30
Commercial Business \$100

Christmas Market Saturday Dec 20th Noon – 8 PM

Outdoor Spaces \$40 Bring own setup. Festive lighting -LED lights.

Inside Spaces \$50 8 ft table and chairs provided. Can leave product/set up overnight (\$60 for end cap spaces are sold out)

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_____**