



# Bellville Chamber of Commerce

## 2010 MARKET DAYS ON THE SQUARE

### BOOTH APPLICATION

Booth Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Tax ID or Sales #: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Vehicle(s) Make, Model and License Plate: \_\_\_\_\_

Date	No. of Booths	Price Per Booth	Total Paid	Check #	Knock-down Deposit	Check #	For Office Use Only	
							Date Knockdown Check Returned	Booth #
Feb. 6		\$25.00			\$25.00			
March 6		\$25.00			\$25.00			
April 3		\$25.00			\$25.00			
*May 1		\$25.00			\$25.00			
June 5		\$25.00			\$25.00			
July 3		\$25.00			\$25.00			
Aug. 7		\$25.00			\$25.00			
Sept. 4		\$25.00			\$25.00			
Oct. 2		\$25.00			\$25.00			
Nov. 6		\$25.00			\$25.00			
<u>*Dec. 4</u>		\$50.00			\$50.00			

**Special Events:**

\*Dec. 4 - Bellville's Small Town Christmas Celebration.

For 2010, all VENDORS will be charged \$25.00 per 10x10 space except for special events. Special events will be Marked with \* and all per booth prices are noted on this application. *You must sign the Rules page and Booth Application when sending your checks for Market Day booth space and Knock Down deposit.*

I, \_\_\_\_\_ (Print Name) have read and agree to comply with the rules and regulations set forth on the Market Day Booth Application and Rules Page.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Booth Exhibitor Rules

## 2010 Market Day on the Square

**Welcome to Bellville Chamber of Commerce's 28<sup>th</sup> Year of Market Day on the Square.**  
**Market Days are held on the first Saturday of the month, January through December.**

1. Booth spaces are approximately 10'x10' and are \$25.00 per space. A \$25.00 Knockdown Deposit must also be paid with booth rental fee.
2. Booth Applications and the rules page must be sent along with **2 checks**. Please send **one check** for the booth fee and **another separate check** for the knock down security deposit. Chamber members are exempt from Knock down Deposits.
3. **Signed Applications, Exhibitor Rules and Money (booth rental and knock down deposit) must be received by 5PM Wednesday ten days prior to Market Day.** All applications received after 5:00pm will be charged a \$25.00 late fee in addition to the booth rental fee, plus the regular knock down deposit. (See # 6.)
4. All vendors **must** supply the Chamber office with their Tax I.D. or sales I.D. Number. Please supply copies of any vendor insurance policies if applicable.
5. Booth cancellations must be made in writing (fax or email notifications will be accepted) and received at least ten days in advance before Market Day in order to receive a refund. **Cancellations made after 5 PM will NOT receive a refund. This is a RAIN or SHINE event. No refunds will be made for inclement weather.**
6. Any applications and/or money turned in on Market Day will be considered a "Drive Up" and charged \$50.00 accordingly, with a \$25.00 knock down deposit.
7. Any check returned for insufficient funds will be charged an additional \$30.00 fee.
8. **No Booth Assignment will be given until ALL fee's are paid in full and a current year signed application and exhibitor rules form is turned into the Chamber Office.** Advance month's market day payments will be accepted to avoid late fee or loss of Booth Assignment. Booths not paid in advance of Market Day will need to pay the Chamber prior to being assigned a booth and setting up (NO EXCEPTIONS). **Booths will be assigned on a first come, first served basis, upon receipt of application and fees. No Booth Spaces can be requested if money is not paid in full.** All attempts will be made to provide the vendors with the spaces they request. **Your request may not always be available and your cooperation will be GREATLY appreciated. We do not reserve spaces and the chamber administration has the exclusive right to place vendors where it deems necessary to make Market Days the best experience for Vendors and Shoppers.**
9. Large trailers and/or vendors with generators will be assigned to particular areas and will be charged for additional space. **There is no electricity or water available. All generators must be "quiet".**
10. Set up starts at 6:30am and must be completed by 9:00am. **All vehicles must be removed from the area by 8:45am-no exceptions.**
11. **Vendors must park their vehicles in public parking areas: behind Wells Fargo Bank and the Mini Park or City Hall parking lots. For the May & December events, Market Day vendors will be notified before the events of specific vendor parking areas. NO PARKING IN THE EVENT AREA OR IN FRONT OF SQUARE STORES. This includes motorcycles. These spaces are reserved for the customers of the businesses and Market Day customers.**
12. Break down is at 4:00pm, no exceptions. **No vehicles may come into Market area until 4:00pm.** Vendors who start booth breakdown before 4:00pm, or bring vehicles into Market area before 4:00pm will lose the \$25.00 knockdown deposit. **There is no exception to this rule due to liability issues.**
13. The Chamber office will be open at 6:30am to give out booth assignments and will also post booth assignments on the door of the Chamber by 4:00pm the Friday prior to Market Day.
14. Deposits will be returned after 3:30 or may be carried over for the next date. Checks will be available for pick up at the Chamber office. All deposit checks must be signed for at the Chamber Office.
15. **We have the right to refuse any items for sale we feel are unacceptable or not in the best interest of "Market Day on the Square".** Items NOT allowed: Weapons, Satanic items, resale or garage sale items or any other items prohibited by law.
16. We have the right to ask any vendors to leave who are not complying with the rules or conducting themselves in a professional manner. Remember this is a family event.
17. Vendors are responsible for the merchandise, security and liability of their booths and persons. Vendors shall indemnify and hold The Bellville Chamber of Commerce and/or the City of Bellville harmless from any and all loss.
18. The Bellville Chamber of Commerce promotes our Market Day events in newspapers and other publications throughout the surrounding areas. Please let us know if you have a suggested publication.
19. **All garbage, boxes and bags must be picked up and taken with you. No garbage, boxes or bags are to be left behind.**

I, \_\_\_\_\_ (print name) have read and agree to comply with these rules.

Signature \_\_\_\_\_ Date \_\_\_\_\_