

Downtown DeWitt Christmas Market

Saturday, Dec. 3, 2016

Vendor Rental Application

All products must be handmade and of high quality. No re-sale or manufactured items. Please scan and email your application along with pictures **no later than October 15th** to dda@dewittmi.org. If scanning your document is not possible, mail it to City of DeWitt, Attn: Heather Tracy, 414 E. Main Street, DeWitt, MI 48820. After a selection process, the committee will notify the vendors who have been chosen by November 1st. Questions can be directed to Heather Tracy at dda@dewittmi.org or 517-624-0285. **Set up for the event will begin at 12:30pm. All vendors MUST arrive no later than 1pm to allow the market to OPEN promptly at 2pm. The event runs 2pm - 5pm.**

Applicant Information		
Name:		
Email address:	Cell phone:	Primary phone:
Current address:		
City:	State:	ZIP Code:
Specific Types of Crafts, Art, or Baked Goods <i>*No buy/sell retail or commercial items permitted!</i>		
<ol style="list-style-type: none"> 1. Please list specific items. 2. Please list items in order from what you will be displaying most to least, so the make-up of your booth is understood. For example if you mostly sell "pillows" but have a few "table runners," list pillows first, and define as necessary - for clarity. All crafts must be high quality and unique. Items must be holiday items or wrapped festively. 3. Photos are required as part of the application process. Please submit digital photos of saleable items and booth display (send to dda@dewittmi.org) or include hard copy photos of items and booth display with mailed application- to City of DeWitt, 414 E. Main Street, DeWitt, MI 48820. 		
Booth Size (vendor must supply own table, chairs, electrical cords, shelves, & equipment)		
<input type="checkbox"/> Approximately 10 ft. space (plus footage behind table or in front of table) \$20 fee		
<input type="checkbox"/> Limited Electricity Available for an extra \$5 fee.		
Special Requests (<i>a request is not a guarantee</i>):		
Acceptance and Booth Assignment		
<p>All items MUST be handmade. No buy/sell retail or commercial items are allowed at the Downtown DeWitt Christmas Market. We try to keep a good variety of crafters to improve sales for everyone! All craft items must be a Christmas/Holiday Theme or packaged "Holiday Style." All applications will be accepted and previewed. Vendors for this event will be selected by the planning committee in an attempt to create a diverse and well-balanced market. You will be contacted via email (or telephone if you do not have email) to confirm your participation. The preferred method of communication for this event is email- dda@dewittmi.org. Placement requests will be considered but not guaranteed. There are many factors to consider regarding placement. The goals are to make your day as a vendor as successful as possible and to make the shopping experience for attendees memorable and pleasant!</p>		
Outdoor Market		
<p><i>Please note this is an outdoor market, in an outdoor tent. The tent will have propane heaters, but the weather conditions will contribute to the overall tent temperature. Please dress appropriately, bring an extra layer, and pay extra attention to footwear. We suggest boots and warm socks. We will do our best to keep things as warm as possible, but many factors are beyond our control.</i></p>		
Please indicate the previous years you have participated in the DeWitt Christmas Market.		
Please indicate any notes or comments:		
Signature of applicant:		Date: