

INDOOR EVENT



Outlets of Des Moines
801 Bass Pro Drive NW
Altoona, IA 50009
~Suite 120~

MIDWEST LOCAL VENDOR MARKET

Business Name: _____
Contact Name(s): _____
Describe product to be sold: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____
Facebook page address: _____
Instagram Account Name: _____
Website address: _____

~2022 Spring-Summer Dates~

January 8th ____ February 12th ____ March 12th ____
April 9th ____ May 7th ____ May 21st ____ June 11th ____
June 25th ____ July 9th ____ July 23rd ____

Space Sizes:

_____ 6x8 space \$60 _____ 10x10 space \$75 _____ 8x16 space \$100

Something else please explain: _____

Special Request: _____

*special request will be considered and I will try my best to accommodate everyone, but listing your request does not guarantee that it will happen.

Are you needing access to an electrical outlet? _____

*Add on \$10 per outlet Limited supply

Are you needing a table provided? _____

*Add on \$15 per 6ft table and one chair provided

A chair will only be provided with a table rental. Otherwise please bring your own chairs!

TOTAL PRICE INCLUDING ANY ADDITIONS: _____

*Dates selected will be invoiced per month unless you prefer to pay up front.

RULES TO FOLLOW:

- 1.) Be courteous of the Outlet Mall staff and their property that they are allowing us to use.
- 2.) All payment need to be received at least a minimum of two weeks before the event in order to secure your booth spot. **exclusions may apply* **(Payments should be made out to Madison Lukehart or sent through PayPal account: heartofiowavendors@gmail.com if invoiced through PayPal fees may apply)**
- 3.) Refunds will not be given for vendor booth fees without at least **14 days** notice to the event. If you have not paid for your event you will **still owe** for the cancelled market if you wish to attend future market events.
- 4.) Midwest Vendor Market, its organizers, J*n*M Marketplace, and the Outlet Mall facilitators are not responsible for any injuries and/or damage done to your merchandise.
- 5.) All vendors are responsible for their own liability insurance coverage. We will not be held liable if anything were to happen to yourself and/or your merchandise.
- 6.) No early tear downs! You will not be invited to future events if you leave before the end of the event.

I have read, understood, and agree to this contract and everything stated above:

SIGNATURE: _____ **DATE:** _____

WHAT THE DAY WILL LOOK LIKE:

- Setup time will start at 8 A.M. *Please let me know if you need more time!
~ We can set up the night before! Let me know if you would like to bring stuff in on Friday night. My employee and I are the only ones with a key to the space.
- Event will be held Saturdays from 10 a.m. to 6 p.m.
**No early tear downs!* ~The mall is open up until 9pm, if we are having a good day, then we can stay later
- If you need a break and do not have any one to help you please contact me, and I can cover your booth for a bit! My phone is (515)402-9473
- Tear down can start at 6 P.M., please try to be done in less then 2 hours!

Please send back your signed contract to

heartofiowavendors@gmail.com or

mail to 505 E. Holcomb Avenue Des Moines, IA 50313