

INDOOR EVENT



Outlets of Des Moines
801 Bass Pro Drive NW
Altoona, IA 50009
~Suite 315 + 325~

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 Fall-Winter Dates~

August 6th ___ August 20th ___ September 10th ___

October 8th ___ November 12th ___

Space Sizes:

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

2 DAY MARKETS: November 25-26th ___ *Black Friday & Small Business Saturday

December 3-&-4th ___ December 10-&-11th ___ December 17-&-18th ___

Space Sizes for both days:

___ 6x8 space \$75 ___ 10x10 space \$100 ___ 8x16 space \$130

* Single Day Rental for 6x8 space only for \$60 *limited single day vendors

Date(s) wanted _____

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. & select Sundays will be 11am to 6pm
**No early tear downs!* ~The mall is open up until 8pm, 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