

**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: \_\_\_\_\_

~2024 Spring-Summer Dates~

January 20th \_\_\_\_ February 17th \_\_\_\_ March 16th \_\_\_\_  
April 20th \_\_\_\_ May 11th \_\_\_\_ May 25th \_\_\_\_ June 8th \_\_\_\_  
June 22nd \_\_\_\_ July 13th \_\_\_\_ July 27th \_\_\_\_

**Space Sizes:**

\_\_\_\_\_ 6x8 space \$70 \_\_\_\_\_ 10x10 space \$85 \_\_\_\_\_ 8x16 space \$110

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 \$10 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. Mall Security are the only ones with access to the space and have a short list of those authorized to get the space opened up.
- 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***