



The Fort Wayne Village Marketplace

November 14th from 5pm-9pm and November 15th from 10am-4pm
PSM Fieldhouse – 3946 Ice Way, Fort Wayne, IN 46805

NEW VENDOR APPROVAL: If you did not participate in the Fort Wayne Village Marketplace event previously, you must be pre-approved. Complete application at fortwaynevillagemarketplace.com prior to submitting payment. Contact villagemarketplace3@gmail.com with questions.

2025 Booth Categories:

- **CLASSIC BOOTH:** This is a traditional retail vendor that may or may not have a store front.
- **HANDMADE BOOTH:** To qualify as a handmade booth, items for sale must be handmade by the booth renter and does not have a store front.
- **FOOD & BEVERAGE BOOTH:** This category is for vendors that sell cash and carry OR pre-packaged food/beverage items. Booth placement can be either in the event food court or among other vendors (vendor's choice).

Booth Sizes	Classic Booth	Handmade Goods	Food & Beverage
10 x 10	\$300.00	\$200.00	\$200.00
10 x 15	\$375.00	\$275.00	\$275.00
10 x 20	\$450.00	\$350.00	\$350.00
10 x 30	\$575.00	\$475.00	\$475.00

Booth Spaces Details:

- **Each booth will have** an 8' high pipe and drape back drop, two banner hooks, and 3' high draped dividers between booths. All drapes are black.
- **Booth comes with** company name printed on vendor ID sign displayed on the backdrop to easily see your company name and booth number.
- **Booth workers** - Booth worker passes will be given to vendors upon arrival to set up their booth. Passes must be worn by booth workers during event hours of operation. Please show vendor ID pass for admittance into event.

By signing or submitting this agreement, vendor has entered into a binding agreement with Summit City Events and Fort Wayne Village Marketplace. Your payment confirms your participation in 2025 Fort Wayne Village Marketplace. Cancellations for full refund are not allowed after September 1, 2025.

Optional Booth Features: (these features may be added to your booth space)

- 1. **TABLES:** Covered and skirted 8'x 2' tables are available - \$25 per table
- 2. **CHAIRS:** White folding chair- \$5 per chair
- 3. **ELECTRICITY:** Have electricity connected to your booth with a single outlet. Each outlet equals **one** three-prong outlet on a surge protected box. Electricity must be pre-ordered due to limited access and booth placement. NOT all booth locations have access to electricity so please pre-order your electricity, so your booth is placed in a spot that has access. Not available to add day of event. - \$75

NOTE: It is encouraged to purchase and bring a portable power bank available from local hardware stores and online. These boxes are typically less than \$100. Contact us if you need more information regarding a portable power bank.

- 4. **DRESSING ROOM:** Need a dressing room for your customers? This is for dressing room space only, not for extra selling space. Have a private space added to your booth. - \$100 per dressing room
- 5. **WIFI:** WIFI is available in the facility. However, as with any large gathering, it can be slow or spotty when everyone is utilizing the same network. We encourage you to purchase a personal WIFI device (MIFI) to provide consistent connectivity for sales transactions. These devices can also be reserved at any Allen County Library branch.

Payment Summary:

- 1. Booth Size (circle one): 10x10 10x15 10x20 10x30
- 2. Booth Category (circle one): Classic Handmade Food & Beverage
- 3. Booth Price: Import price from chart on previous page = \$_____
- 4. Tables (\$25 per skirted table) \$25 x ___ qty = \$_____
- 5. Chairs (\$5 per chair) \$5 x ___ qty = \$_____
- 6. Electricity (\$75 per outlet) \$75 x ___ qty = \$_____
- 7. Dressing Room Add-on \$100 = \$_____
- Total amount due = \$_____**

Payment Options (check one):

Payment is due in full at time of registration to secure your booth space at the 2025 Event.

- Credit Card:** Visit us at www.fortwaynevillagemarketplace.com and click on “Vendor Registration” tab to reserve your booth online and pay with a credit card or debit card.
- Check:** To pay by check, send your completed contract with a check payable to the Fort Wayne Village Marketplace to 12511 Chapelwood Place, Fort Wayne, IN 46845.

Contact Information: Phone:260-414-9080 | Email: villagemarketplace3@gmail.com
Website: www.fortwaynevillagemarketplace.com

If this event is cancelled due to a pandemic, vendors will be issued a refund.

Indemnification:

Sponsor/Exhibitor agrees to indemnify and hold harmless Summit City Events, its affiliates, officers, employees, and representatives from and against any losses, costs, damages, attorney’s fees and expenses resulting from claims for bodily injury or property damage arising out of joint efforts through the term of this agreement unless such bodily injury, property damage, or personal injury is determined to be the result of the negligence of Summit City Events, their affiliates, officers, employees, or representatives.

Summit City Events’ obligation to hold Vendor/Exhibitor, their affiliates, officers, employees, or representatives harmless shall be limited in substance by statutes and constitutional provisions designed to protect the exposure and liability of the Event as an instrumentality of the State of Indiana (e.g., actions and conditions as to which the Event is immunized by the Indiana Tort Claims Act, dollar limits stated in such Act, exemption from punitive damages, the continued ability to defeat a claim by reason of contributory negligence or fault of claimant), so that its liability to indemnify, defend and hold harmless shall not exceed what might have been its liability to a claimant if sued directly by the claimant in Indiana and all appropriate defenses had been raised by the Event.

Vendor Information:

Print clearly – company name is used to print on the sign hanging in your booth AND in marketing materials

Company Name: _____

Contact Person Name: _____

Contact Person Cell Phone: _____ Email: _____

Mailing Address: _____

City, State, Zip: _____

Website: _____

Facebook / Instagram: _____

Product Category (Description and pricing of what you will be selling): _____

If you are a food and beverage vendor, select one:

- I would like to be next to or IN the Food Court area of the event for on-site consumption.
- I would like to have my booth among the other vendor booths and NOT in the Food Court.

Signature: _____ Date: _____

**Applications are reviewed in a juried format for participation approval.
Approval is based on availability in your product category, workmanship, and event space.**

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