



The Fort Wayne Village Marketplace

November 10th from 5pm-9pm and November 11th from 9am-4pm
SportONE Parkview Fieldhouse – 3946 Ice Way, Fort Wayne, IN 46805

2023 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 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).
- **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.

Booth Sizes	Handmade	Food & Beverage	Classic
10 x 10	\$200.00	\$200.00	\$300.00
10 x 15	\$275.00	\$275.00	\$375.00
10 x 20	\$325.00	\$325.00	\$425.00
10 x 30	\$450.00	\$450.00	\$550.00

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. Back drop pipe may be used to hang a banner only.
- **Booth comes with** company name printed on vendor ID sign displayed on the backdrop to easily see the company name.
- **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 hours of operation. Please show 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 2023 Fort Wayne Village Marketplace. Cancellations for full refund are not allowed after September 1, 2023.

Optional Booth Add-on Features:

- 1. **TABLES:** Covered and Skirted 8'x2' tables are available - \$25 per table
- 2. **CHAIRS:** White folding chair- \$5 per chair
- 3. **ELECTRICITY:** 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 available to add day of event.* - \$50
- 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. **CORNER ADD-ON:**
Our corners are not a corner in the traditional sense of the word. The booth will have a neighboring booth on one side and no neighboring booth on the other side. They offer double sided shopping including the front and one side of a booth. Add a corner for an additional \$100.

Payment Summary:

1. Booth Size (circle one):	10x10	10x15	10x20	10x30		
2. Booth Category (circle one):	Handmade	Food & Beverage	Classic			
3. Booth Price: Import price from above chart					=	\$ _____
4. Tables (\$25 per skirted table)			\$25 x ____ qty		=	\$ _____
5. Chairs (\$5 per chair)			\$5 x ____ qty		=	\$ _____
6. Electricity (\$50 per outlet)			\$50 x ____ qty		=	\$ _____
7. Dressing Room Add-on			+\$100		=	\$ _____
8. Corner 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 2023 Fort Wayne Village Marketplace.

- 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

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Vendor Information:

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

Company Name: _____

Contact Person Name: _____

Contact Person Cell Phone: _____ Email: _____

Company 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 the Food Court area of the event for on-site consumption
- I would like to have my booth among the other vendor booths

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.

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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