



The Fort Wayne Village Marketplace

November 11th from 5pm-9pm and November 12th from 9am-4pm
SportONE Parkview Fieldhouse – 3946 Ice Way, Fort Wayne, IN 46805

2022 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	Classic Booth	Handmade Goods	Food & Beverage
10 x 10	\$275.00	\$175.00	\$175.00
10 x 15	\$350.00	\$250.00	\$250.00
10 x 20	\$425.00	\$325.00	\$325.00
10 x 30	\$550.00	\$450.00	\$450.00

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 your 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.

Optional Booth Add-on Features:

1. **TABLES:** Covered and Skirted 8'x2' tables are available - \$22 per table
2. **CHAIRS:** White folding chair- \$3 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.* - \$40
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): Classic Handmade Food & Beverage
 3. Booth Price: Import price from chart page one = \$_____
 4. Tables (\$22 per skirted table) \$22 x ___ qty = \$_____
 5. Chairs (\$3 per chair) \$3 x ___ qty = \$_____
 6. Electricity (\$40 per outlet) \$40 x ___ qty = \$_____
 7. Dressing Room Add-on +\$100 = \$_____
 8. Corner Add-on +\$100 = \$_____
- Total amount due = \$_____**

Payment Options (check one):

- 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 12507 Chapelwood Place, Fort Wayne, IN 46845.
- Register Now – Pay Later:** To reserve your booth now and pay later, please submit this contract to the address listed above. An invoice will be emailed August 1st, 2022 with payment due September 1, 2022.

If event is cancelled due to the pandemic, vendors will be issued refunds.

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

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

Company Name: _____

Contact Person Name: _____

Contact Person Cell Phone: _____ Email: _____

Company Address: _____

City, State, Zip: _____

Website: _____

Facebook / Instagram: _____

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

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

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

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.**