



The Fort Wayne Village Marketplace

November 12th from 5pm-9pm and November 13th from 9am-5pm
SportONE Parkview Fieldhouse – 3946 Ice Way, Fort Wayne, IN 46805

Booth Rental Options (select one):

- Single Booth - \$275 (10x10)
- Double Booth - \$450 (10x20)
- Triple Booth - \$625 (10x30)
- Handmade Goods/ Artisan - \$175 (10x10)
- Food and Beverage Booth - \$175 (10x10)

Booth Space Details:

1. **Each booth will have** an 8' high back drop pipe and drape, two banner hooks, and 3' high draped dividers between booths. Back drop pipe may be used to hang a banner only.
2. **Booth comes with** company name printed on vendor ID sign hanging on the backdrop to easily see your company name.
3. **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.

Additional Features for your Booth:

1. **TABLES:** How many skirted tables would you like in your booth? (circle choice) - \$22 per skirted table
0 1 2 3 4
2. **CHAIRS:** How many chairs would you like in your booth? (circle choice) - \$3 per chair
0 1 2 3 4
3. **ELECTRICITY:** How many plugs would you like? (circle choice) -\$25 per 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 available to add day of event.*
0 1 2
4. **DRESSING ROOM:**
Need a dressing room for your customers? This is for dressing room space only, not for extra selling space. Add a private space added to your booth, (circle choice) - \$100 per dressing room
0 1
5. **CORNER ADD-ON:**
Our corners are not a corner in the traditional sense of the word. They do offer double sided shopping on two sides of a booth. Add a corner for an additional \$100

Payment Summary:

1. Vendor Booth (circle one):	Single (\$275)	Double (\$450)	Triple (\$625)	Food/Bev (\$175)	Handmade (\$175)	=	_____
2. Tables (\$22 per skirted table)				\$22 x _____ qty		=	_____
3. Chairs (\$3 per chair)				\$3 x _____ qty		=	_____
4. Electricity (\$25 per outlet)				\$25 x _____ qty		=	_____
5. Dressing Room Addition				+\$100		=	_____
6. Corner Add-on				+\$100		=	_____
Total amount due						=	_____

Payment Options:

- **Credit Card:** Visit us at www.fortwaynevillagemarketplace.com and click on “Sign up to be a vendor” 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 and an invoice will be sent August 1st, 2021 with payment due net 30 once invoice is received.
- **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 Address: _____

Facebook / Twitter / Instagram Address: _____

Signature of Vendor Contact: _____ Date: _____

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