

VENDOR AGREEMENT

KC Hall 12454 – Rt.143 Highland, IL

All shows will be at the KC Hall from 10am-4pm.

- **Please fill out all information and provide a signature. You must agree to the terms on this form to participate.**
- **Vic's Craft Bin, KC Hall or any affiliates will not be held responsible for any liability, lost, stolen and damaged merchandise or any injury incurred before, during, and after the event above. The vendor assumes all risks and responsibilities.**
- **Vendors may begin setting up at 7a the day of the event.**
- **First come, first served and independent consultants will be exclusive, no multiples.**
- **Spaces will be assigned by the host after receiving the application along with your non-refundable fee.**
- **Vendors agree to stay for the duration of the event.**
- **You will be provided with one table and two chairs. Additional tables, equipment or displays, and table coverings are the responsibility of the vendor.**
- **Some shows will be fundraisers and please let me know if you can donate an item towards raffles or auctions!**
Thank you in advance!
- **Please check in with Vicky upon arrival at the table with your item and spaces ready by 9:45am for the live video.**

Contact Person _____

Email _____

Phone _____

Business Name _____

Please list all items you plan to sell at each event:

Here are the choices for vendor spots:

- Indoor table Space Fee each \$30. Includes 1 – 8’ table and chair(s)
The total space is approximately 8’ x 5’.
- Indoor 10x10 Booth Space \$50. Includes 1 – 8’ table and chairs.
Additional equipment/tables/displays are vendor responsibilities.
- Outdoor spots will be available. The vendor is responsible for all
equipment/tables/displays/coverings. Rain or shine, non-
refundable. 12X12 \$40

Signature _____

Date _____

Please Email the application and questions to vtift @yahoo.com or text 618 581-9648 and vendor fee via Venmo (@vicky-tift) or PayPal. Please call for other arrangements.

Please indicate which dates you will attend and number of spots you will require on the designated line. Once the singed application is approved by Vicky Tift and fees are received, your spot(s) will be reserved. I am the only person that you will have correspondence with regarding these shows.

Here are the dates of the events for the rest of the year. You may sign up now for the year, partial year or per event which will be based upon availability. Use this form for all events.

Date	table or booth & # of spots (1 table, 2 outdoor etc.)	Amount due per show.
May 13	_____	\$_____
June 17	_____	\$_____
July 22	_____	\$_____
September 9	_____	\$_____
October 21	_____	\$_____
November 18	_____	\$_____
December 16	_____	\$_____
Total amount due for all shows		\$_____

Vendor fee payable once the application is approved, via Venmo (@vicky-tift) or PayPal. Please call for other arrangements.

What to expect:

- **Once your application is approved your fee will be required to secure your spot. I will respond to everyone.**
- **The outside billboard will advertise each show in advance.**
- **Vic's Craft Bin, Vicky Tift will create an event page that all vendors will be encouraged to post products and promote for one month prior to each event. This can be shared anytime.**
- **Flyers will be available for you to share information. There will be three flyers. One for vendor sign up information, one for the initial craft show and one approximately two weeks prior to each show with updated information. All for vendors to share.**
- **Social Media marketing will be extensive on multiple sites.**
- **Live videos advertising the event and during the events will be available to share.**
- **I will limit multiples of all vendor types/products.**
- **Shows may be theme based and/or in conjunction with other events going on at the KC Hall that I will be working with to bring in more foot traffic for both. Other events will not interfere with the shows only bring more shoppers to the craft fairs.**
- **The bar will be open, and food will be served at every show rather it is the KC Hall kitchen or Food Trucks/Vendors.**
- **You will receive an email showing where your spot is located. There are 5 doors to unload/load. The drawing will show which door to use but please move your vehicles once unloaded so there are plenty of spaces for shoppers to park!**
- **Any questions or suggestions are to be directed only to Vicky Tift. Thank you all so much and cheers to shows filled with fun and shoppers!**