



25th Annual Festival of Trees

Merry Marketplace Vendor Participation Form

Contact Name: _____ Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

Description of booth and any items to be sold: _____

Category# _____

Electrical power (voltage) required (indoor vendors only): _____

Categories:

- | | | |
|--|-----------------------------------|--|
| 1. ACCESSORIES – Hats, belts, non-metal jewelry | 6. COUNTRY, FOLK ART | 13. TOYS |
| 2. APPAREL – Knitted, crocheted, sewn, decorated | 7. DECORATIVE PAINTING | 14. WOOD – Art, functional, furniture |
| 3. POTTERY – Functional | 8. DOLLS – Sewn, China | 15. HOLIDAY CRAFTS OR ITEMS |
| 4. BASKETS, MACRAME | 9. NEEDLECRAFT – Quilts, spreads | 16. MISCELLANEOUS (please be specific) |
| 5. CERAMIC, CHINA | 10. NEEDLEPOINT, CROSS-STITCH | |
| | 11. JEWELRY – Metal, fine | |
| | 12. SCULPTURE – Clay, metal, etc. | |

Qty.	Holiday Item	Fee	Information
	Indoor Space	Rotunda: \$250.00 per space	Fee includes: <ul style="list-style-type: none"> ▪ 10'x10' indoor space with electrical power ▪ Pipe and drape ▪ Brief narrative in FLORIDA TODAY advertising section Vendor must provide: <ul style="list-style-type: none"> ▪ Tables, chairs, and all other booth fixtures ▪ Fully decorated Signature Tree (2 – 4 foot tree)
	Outdoor Space	\$150.00 per space	Fee includes: <ul style="list-style-type: none"> ▪ 10'x10' outdoor space ▪ Listing in FLORIDA TODAY special advertising section Vendor must provide: <ul style="list-style-type: none"> ▪ Tables, chairs, tents, and all other booth fixtures ▪ Donation of item valued at \$25 or more for Santa's Chances drawings

Booth will be reserved upon receipt of full payment. Please submit application and payment on or before October 31, 2009

- Check enclosed (Make payable to Junior League of South Brevard, Inc. or JLSB)
- Credit Card (VISA or MasterCard only) Card Number: _____ Exp: _____

Signature: _____ Date: _____

Please complete and return to:

Junior League of South Brevard, Inc. • Attn: Festival of Trees Merry Marketplace
 1515 Elizabeth St., Suite B • Melbourne, FL 32901 • FAX: 321-676-0047 • Email: merrymarketplace@jlsb.net



25th Annual Festival of Trees Merry Marketplace Vendor Rules & Regulations

ALL MERRY MARKETPLACE VENDORS

- ❖ Merry Marketplace spaces are available on a first-come, first-served basis. If we are unable to accept your application, you will be notified immediately and your application fee will be returned to you. JLSB reserves the absolute right to accept or reject any application for any reason.
- ❖ Each vendor is expected to staff and manage their booth the for the entirety of public hours:
 - **Saturday, November 21, 10:00 a.m. - 4:00 p.m.**
 - **Sunday, November 22, 11:00 p.m. - 5:00 p.m.**
- ❖ All vendors must send a non-returnable picture of their display and each category of their items to be sold or displayed. Digital images may be emailed to merrymarketplace@jlsb.net
- ❖ Proof of event insurance or an executed AGREEMENT TO HOLD HARMLESS, INDEMNIFY AND RELEASE IN FULL must be submitted by check-in time or their booth and show fee will be forfeited.
- ❖ Vendor that have products that can be ingested are required to have an up-to-date Agricultural Food Certificate on hand and a copy must be sent with the application.
- ❖ No oversized, unmanageable exhibits and you must stay within your 10'x10' display space, including back stock.
- ❖ You will be required to make any adjustments to your display space when requested to do so.
- ❖ No children are to be left unattended.
- ❖ Vendors are responsible for cleaning up area used before leaving Sunday evening. **All booths should be completely cleaned up and dismantled by 7 p.m. on Sunday, November 22.**
- ❖ Any vendor violating any of these rules and regulations will be asked to leave without refund of entry fee.
- ❖ No refunds will be issued due to bad weather or acts of nature.
- ❖ EACH VENDOR IS RESPONSIBLE FOR COLLECTING FLORIDA'S 6% SALES TAX.

INDOOR MARKETPLACE ONLY

- ❖ **Set-up will take place Thursday, November 29, from 10:00 a.m. – 6:00 p.m., and Friday, November 20, from 10:00 a.m. – Noon.** All exhibitors should be set up no later than noon on Friday, November 20.
- ❖ Vendors may choose to sell items in their booths, but do not have to do so. Booth can be arranged for display only.
- ❖ Vendors will not be allowed to display and/or sell items during our sponsor gala on Friday, November 20
- ❖ Electrical power is limited and will be provided first-come, first-served once payment is received.
- ❖ Vendors must donate a fully decorated Signature Tree (2 – 4 foot tree) that will be displayed and available for auction throughout Festival of Trees.
 - Signature Trees should be between 2 and 4 feet and must be provided by Vendor
 - Vendor must provide extension cord if tree is lit.
 - Tree base must be attached to a vase, pot or container.
 - Vendor must provide tree skirt.
 - **All ornaments or objects of design must be attached to tree with wire or glue.**
 - All items on and under the tree must be non-flammable or treated with non-flammable spray.
 - Lights must be UL approved. Replacement bulbs will be provided by the vendor for the duration of the FOT.
 - Each Signature Tree will be displayed at all times, with a placard provided by the JLSB, designating the following where applicable: DESIGNER, Donor, Theme, and Purchaser (if applicable)
 - Please do not incorporate your business logo, name, etc. within the body of your work. Marketing materials may be displayed next to your tree, but you must provide all materials and holders.
 - Signature Trees must be dropped off already decorated during the following:
Thursday, November 19, 2009, 10:00 a.m. – 9:00 p.m. or Friday, November 20, 2009, 10:00 a.m. – Noon

OUTDOOR MARKETPLACE ONLY

- ❖ **Set-up will begin Saturday, November 21, at 7:00 a.m.** All exhibitors should be set up for business no later than 9:30 a.m. on Saturday, November 21. Vendors will not be allowed to drive on the sidewalks or grass to access their space. Loading/unloading would have to be done in the main driveway of the King Center or in the circle at the end of the art wing by the BCC gym. Set up will be scheduled in shifts to avoid congestion. You will receive further information regarding set up prior to the event. Parking is free.
- ❖ No electrical power is available.
- ❖ Exhibitor must donate an item or gift certificate valued at \$25 or more to be used in our “Santa’s Chances” area, where event guests have the opportunity to purchase chances to win great prizes.