



FRIDAY, SATURDAY, & SUNDAY
APRIL 26-28, 2024

FRI 5-10PM • SAT 11AM-10PM • SUN 11AM-4PM

VENDOR APPLICATION

REGISTRATION DEADLINE: APRIL 1, 2024



PO BOX 144
WASHINGTON, MO 63090
636-239-1743

DowntownWashMo.org

[Facebook](https://www.facebook.com/downtownwashmo) [Instagram](https://www.instagram.com/downtownwashmo) [TikTok](https://www.tiktok.com/@downtownwashmo) @DowntownWashMo

VENDOR APPLICATION FORM

Business Name _____

Vendor's Full Name _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Description of Your Products _____

Special Requests _____

Will you be demonstrating or sampling products? _____

The undersigned agrees that only original items crafted by the exhibitor may be offered for sale and will abide by the enclosed rules of participation.

Signature _____ Date _____

FEES & PAYMENT

10'x10' Booth \$200

10'x20' Booth \$300

Electricity \$25

Limited Availability

TOTAL

Pay by Check

Make Checks Payable to Downtown Washington, Inc.

Pay by Card

Card will be charged when accepted.

Card # _____

Exp. Date _____

CVV _____

Billing Zip _____

RETURNING THIS FORM

- Return completed form and photos by email to events@downtownwashmo.org and pay by card.
- Return completed form and photos by mail to PO Box 144, Washington, MO 63090 and pay by check or card.

RULES OF PARTICIPATION CANCELLATION POLICY

- Check-in is Friday from 12:00-3:00pm.
- All vendors must check-in before setting up.
- Booths must have a minimum of one (1) adult in the booth at all times.
- Booths must be operational by 5:00pm.
- No music, smoking, or animals are permitted in booths.
- Items for sale should be clearly priced.
- We reserve the right to reject any items for sale.
- Applications must be signed & dated.
- Vehicles must be parked against the curb opposite your booth space when unloading, then removed immediately after unloading and before setting up.
- All booth spaces will be located on Main & Elm Streets in downtown Washington.
- Vehicles are not allowed in the event area:
 - Friday 4:30-10:30pm
 - Saturday 10:30am-10:30pm
 - Sunday 10:30am-4:30pm
- Security will be provided overnight Friday from 10:00pm-9:00am and Saturday from 8:00pm-9:00am.
- You may not pack up until the end of the event. If you pack up early, you will not be invited back.

APPLICATION

- We cannot guarantee the same booth space each year, however we will consider special requests.
- Exhibitors will receive a confirmation letter if accepted (BBQ & Bluesfest Committee meets November-April)
- Applicants must submit 3-5 photos of current work. Photos can be mailed, emailed or linked. Applications will not be juried without pictures.
- Limited 110v electrical outlets are available on a first-come, first-served basis for an additional fee.

- Phone cancellation is accepted, email is preferred.
- Cancellation deadline is March 1st. There will be no refunds for cancellations after March 1st.
- This event is rain or shine.

DISPLAY

- A tent is required.
- Tents must be flame-retardant.
- No stakes can be used, booths are on pavement.
- Four 50-pound tent weights are required.
- Exhibitors must provide their own displays.
- Tables, chairs, and tents will not be provided.
- Do not utilize the sidewalks in any way.
- Displays cannot exceed the marked booth space. Empty space between booths allows access to downtown shops.

SALES

- All sales proceeds go to the exhibitor.
- It is the vendor's responsibility to collect and report sales tax.
- All items for sale must be handmade by the seller & approved by the committee.
- Exhibitors will be asked to remove items not handmade by the seller.
- Volunteer booth sitters will not make sales in your absence.

DISCLAIMER

Downtown Washington, Inc. reserves the right to accept or reject any exhibitor. Downtown Washington, Inc. is not responsible for any loss, damage, or theft of merchandise.

Internal Use Only

Date _____ | Payment: Card Check # _____ | Accepted: Yes No | Excel