**Albemarle Downtown Development Corporation Presents**

**2019**

**Vendor Information and Registration**

**Set-up Dates:** November 1 & 2

**Shop Dates**: Saturdays 10am-2pm: November 9, 16, 23, 30

 December 7, 14, 21

 Friday, Nov. 22nd 4:30-8:30pm: Downtown Christmas Open House

 Thursday, December 19th: 5-8pm – Host location for the #bedowntownbiz After Hours Mixer

**Booth Fees:** Per Day: $10

For all dates combined: $75

 No charge for December 19th.

 No booth fees charged on set-up dates

All items must be handcrafted, handmade or repurposed. Food items must be in compliance with Stanly County Health Department regulations.

You must provide photos or examples of the item(s) you will be selling in your booth. Photo(s) must accompany the completed application.

Payments for Sales: Sales are the responsibility of the vendor. Pop Up Shop staff may accept cash or check on vendor’s behalf to pass on to the vendor.

**Pop Up Shop Staff Responsibilities**:

* Staff will provide 6’x5’ space per vendor.
* The ADDC will handle marketing for the Show. The ADDC will provide vendors with marketing materials upon request.

**Vendor Responsibilities:**

* You must complete & return the required application no later than Friday, October 25th.
* Payment for space must be paid prior to the day/days you attend the Pop Up Shop.
* You must have your booth set up and ready to sell before the shop opens.
* You must provide your own table or other booth furniture and display items. Tables must not exceed the size of your booth. Items are not to be attached to the walls.
* You are responsible for keeping your booth stocked with inventory and neat in appearance.

To reserve your space please complete the form below and return it with your signed agreement form, and photo(s) showing examples of the work you will be selling. Spaces will be given on a first come, first serve basis.

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*Please print*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Craft/s (brief description)

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I would like to prepay and reserve booth space for the following days:

\_\_\_\_ Nov. 9th \_\_\_\_ Dec. 7th

\_\_\_\_ Nov. 16th \_\_\_\_Dec. 14th

\_\_\_\_ Nov. 22nd \_\_\_\_ Dec. 19th

\_\_\_\_ Nov. 23rd \_\_\_\_ Dec. 21st

\_\_\_\_ Nov. 30th

**Agreement and Signature:**

Albemarle Downtown Development Corporation (ADDC) reserves the right to refuse or remove any items considered inappropriate. While every care will be taken, ADDC and its volunteers cannot be responsible for theft, breakage, or damage. In an effort to assist in advertising of this event, I authorize the ADDC to post images of my booth using social media (Facebook, Instagram, Twitter, Pinterest) or for printed publicity materials.

**I have read and agree to the above statement.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have questions or concerns, please contact the ADDC office at: 704-984-9415 or admin@albemarledowntown.com.

Make check payable to Albemarle Downtown Development Corporation; mail to PO Box 2123, Albemarle, NC 28002