



2022 VENDOR APPLICATION

**November 3-5, 2022
Benton Event Center**

Business Name: _____

Primary Contact Name: _____

Address: _____

City: _____ State _____ Zip _____

Business Phone: _____ Cell Phone: _____

Email: _____

Website / Facebook Page: _____

1st Booth Preference: _____ 2nd Booth Preference: _____

We will make every effort to accommodate your request, but choices are NOT guaranteed.

Name exactly as it should appear on booth sign: _____

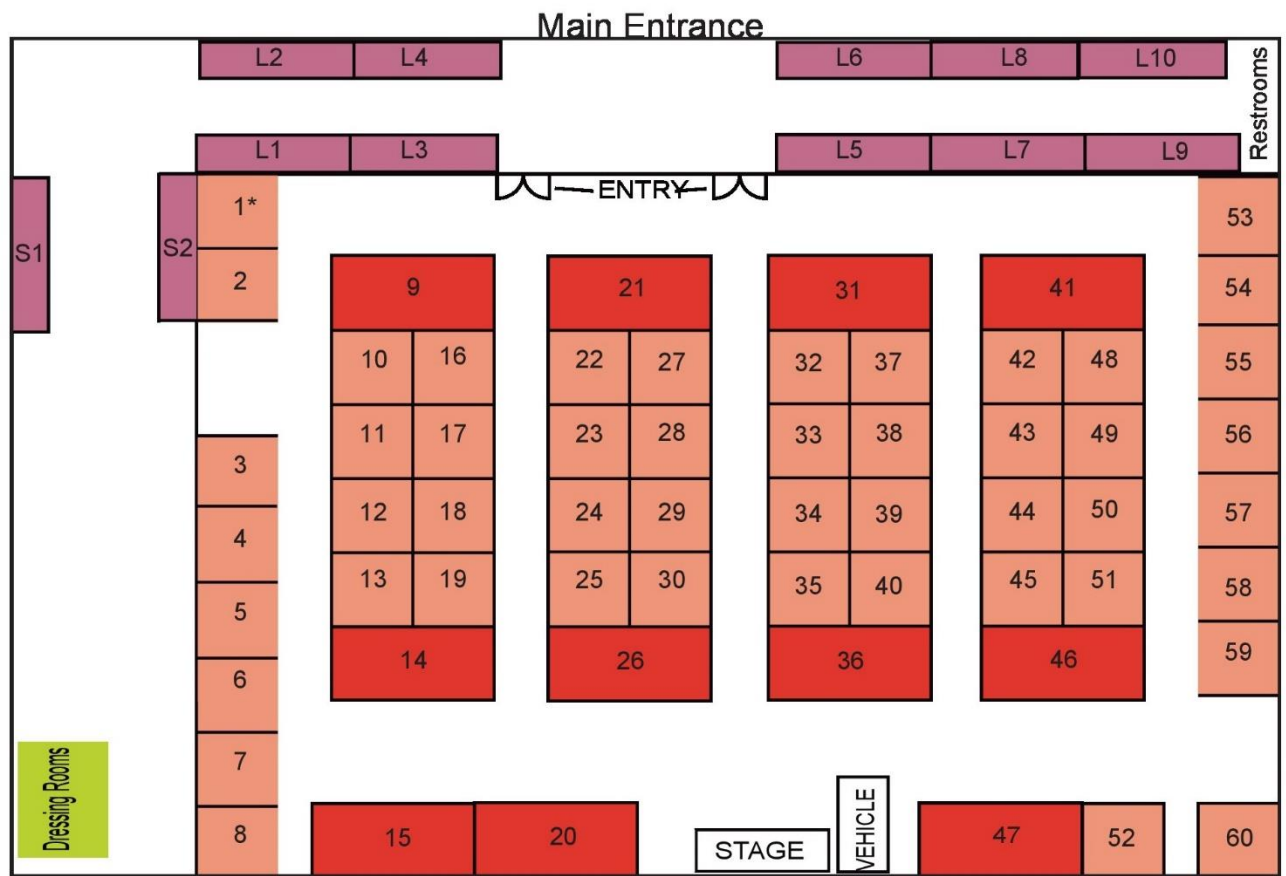
Attach a list of merchandise you will be selling in your booth. Please be as specific and detailed as possible (pictures of merchandise are encouraged and appreciated). Without prior approval by the committee, you will not be able to sell items not on this list.

Indicate the number of tables and chairs needed (each vendor is allowed 1 table and 2 chairs per 10'x10' or 5'x20' space). Additional tables are not guaranteed if not requested here.

_____ 8' table _____ chairs

EVENT SCHEDULE

Wednesday, November 2	3 - 9pm	Vendor Set-Up
Thursday, November 3	9am – 5pm 6 – 9pm	Vendor Set-Up Private Girls Night Out Shopping Event
Friday, November 4	10am – 7pm	Public Shopping
Saturday, November 5	10am – 6pm 5 – 7pm	Public Shopping Vendor Move Out



\$1300
10X20

\$550
10X10

\$550
5X20

1* is 10x9

VENDOR BOOTH MAP

Booth space pricing includes:

- Indicated booth space with one booth sign
- 8' rear booth drape and 3' side drapes
- 8' skirted table with table cover and two chairs for each 10'x10' or 5'x20' booth space **upon request**
- Access to one electrical outlet
- Wireless internet and phone lines
- Move in help during designated hours

Vendor must provide:

- Any items needed for the operation of your booth not specifically listed above
- All items needed for customer transactions including, but not limited to: change, receipts, cash register, wireless credit card machine and slips
- Surge protectors and extension cords for all electrical equipment



Important Dates and Deadlines

May 20	Applicants notified if approved or rejected to be a vendor
June 17	25% minimum down payment due to reserve booth space
August 31	Vendor cancellation must be received in writing to be eligible for a refund
September 30	Booth payment deadline for all vendors

GENERAL INFORMATION

1. Glitz & Garland is presented by the Benton Area Chamber of Commerce and the Saline Health Foundation with presenting sponsor Everett Buick GMC.
2. All vendors must submit an application to be reviewed by the jury. Applications will be reviewed by the committee and applicants will be notified of the approval/rejection and booth assignment. **Applications must include a list of merchandise you will be selling in your booth. Please be as specific and detailed as possible (pictures of merchandise are encouraged and appreciated). Without prior approval by the committee, you will not be able to sell items not on this list.**
3. The committee will adhere to category limits and make every effort to separate similar vendors' booths.
4. Booth spaces will be assigned based on the order in which applications are received.
5. Booth space is not guaranteed until full payment is received.
6. Changes to original requests must be made in writing. Requests cannot be guaranteed.
7. All vendors must submit a copy of their sales tax permit and food vendors must submit proof of liability and certificate of insurance. Registration will not be accepted until documentation is received.
8. Vendors may not sublease or "sell" any of his or her booth space to another vendor.
9. Vendors are responsible for the collection, payment and reporting of sales tax.
10. No part of displays or stands may enter adjoining booths or extend into aisles.
11. Vendors are encouraged to donate door prizes to be given away throughout the event. Vendors who participate will be recognized when the door prize is awarded.
12. Vendors are not allowed to hang anything from the ceiling or on the walls of the building.

Please submit applications to:

Amy McCormick
Benton Area Chamber of Commerce
607 N. Market Street
Benton, AR 72015
amy@bentonchamber.com

Please contact Amy McCormick at (501) 860-7002 or amy@bentonchamber.com with questions.