



2024 VENDOR APPLICATION

**November 1-2, 2024
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: _____

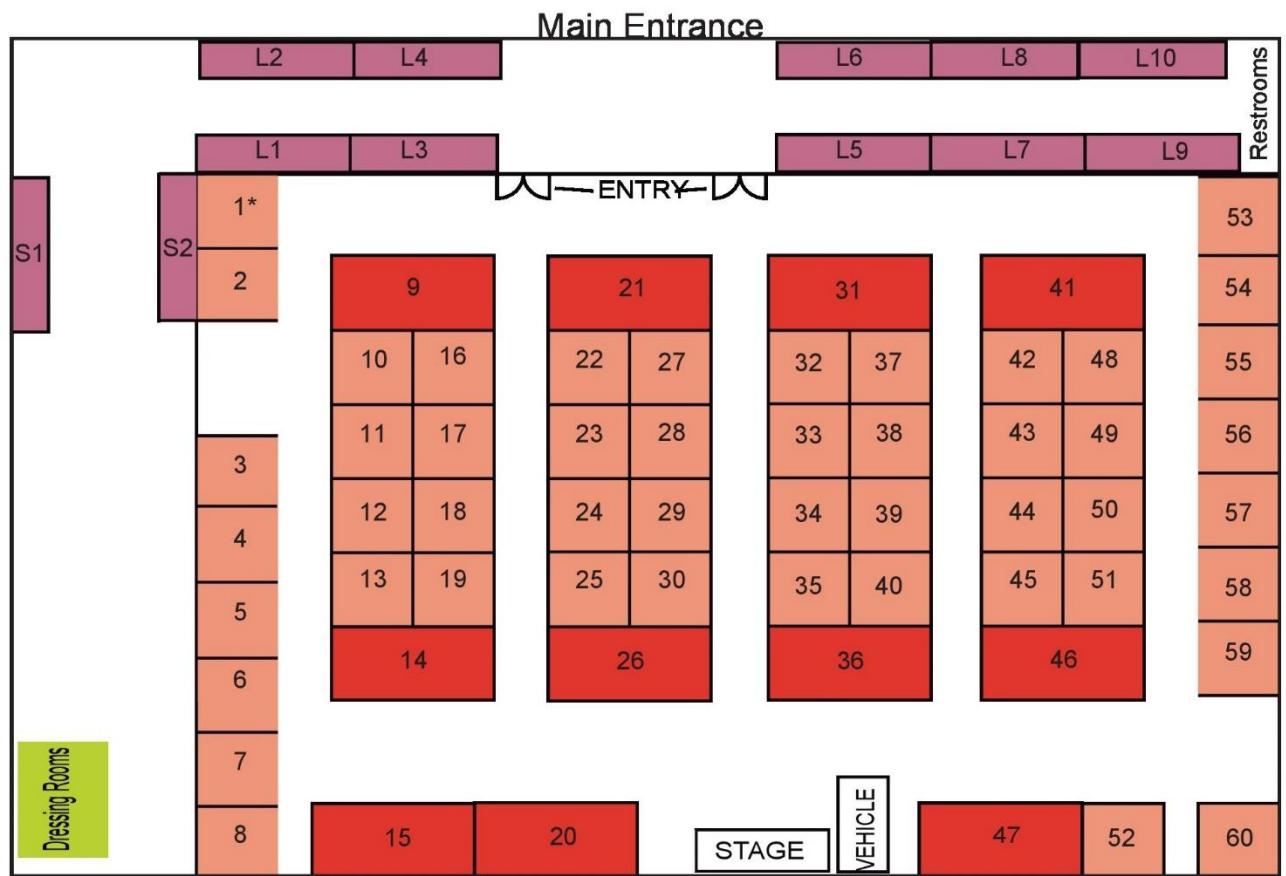
Attach a list of merchandise you will be selling in your booth. Please be as specific and detailed as possible (pictures of merchandise are encouraged and appreciated). Without prior approval by the committee, you will not be able to sell items not on this list.

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 (PLEASE NOTE CHANGES DUE TO THE HALLOWEEN HOLIDAY)

Wednesday, October 30	3 - 9pm	Vendor Set-Up
Thursday, October 31	10am – 7pm	Vendor Set-Up
Friday, November 1	9 – 11:30am	Private Ladies Brunch & Shopping Event sponsored by Stated <i>(in place of Ladies Night Out due to the Halloween holiday)</i>
	12 – 8pm	Public Shopping
Saturday, November 2	10am – 6pm	Public Shopping
	6 – 8pm	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
- Move in help during designated hours

Vendor must provide:

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



Important Dates and Deadlines

- May 17** Applicants notified if approved or rejected to be a vendor
- June 14** 25% minimum down payment and proof of privilege license due to reserve booth space
- August 30** Vendor cancellation must be received in writing to be eligible for a refund
- September 30** Booth payment deadline for all vendors
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GENERAL INFORMATION

1. Glitz & Garland is presented by the Benton Area Chamber of Commerce with presenting sponsor Everett Buick GMC and brunch event shopping event sponsored by Stated.
 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. **All vendors must submit a valid privilege license from a city in Arkansas within 30-days of approval notification. A copy of the privilege license can also be submitted with application. Fees associated with obtaining privilege license will NOT be reimbursed.**
 4. The committee will adhere to category limits and make every effort to separate similar vendors' booths.
 5. Booth spaces will be assigned based on the order in which applications are received.
 6. Booth space is not guaranteed until full payment and proof of privilege license are received.
 7. Changes to original requests must be made in writing. Requests cannot be guaranteed.
 8. 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.
 9. Vendors may not sublease or "sell" any of his or her booth space to another vendor.
 10. Vendors are responsible for the collection, payment and reporting of sales tax.
 11. No part of displays or stands may enter adjoining booths or extend into aisles.
 12. Vendors are not allowed to hang anything from the ceiling or on the walls of the building.
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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.