



## 2017 VENDOR APPLICATION

**November 2-4, 2017  
Benton Event Center**

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

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website / Facebook Page: \_\_\_\_\_

1<sup>st</sup> Booth Preference: \_\_\_\_\_ 2<sup>nd</sup> 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. 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' space). Additional tables are not guaranteed if not requested here.

\_\_\_\_\_ 8' table \_\_\_\_\_ chairs

### EVENT SCHEDULE:

<b>Wednesday, November 1</b>	4-9 pm	Vendor Set-Up
<b>Thursday, November 2</b>	8 am – 5 pm	Vendor Set-Up
	5 pm	All booths must be finalized
	6 – 9 pm	Girls Night Out
<b>Friday, November 3</b>	10 am – 8 pm	Public Shopping
<b>Saturday, November 4</b>	9 am – 6 pm	Public Shopping
	5:30 pm	Vehicle Giveaway
	6 – 8 pm	Vendor Move Out



\$1200 10X20   
 \$1100 10X20   
 \$500 10X10   
 \$500 5X20   
 59\* is 10x9   
**VENDOR BOOTH MAP**

Booth space pricing includes:

- 10'x10' 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' 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

<b>January 20</b>	2017 Vendor Application is available
<b>February 24</b>	Applicants notified if approved or rejected to be a vendor
<b>March 31</b>	25% minimum down payment due to reserve booth space
<b>July 30</b>	Vendor cancellation must be received in writing to be eligible for a refund
<b>August 30</b>	Booth payment deadline for all vendors

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## GENERAL INFORMATION

1. Glitz & Garland is presented by the Benton Area Chamber of Commerce and the Saline Memorial 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. 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" 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 3-day event. Vendors who participate will be recognized when the door prize is awarded.

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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](mailto:amy@bentonchamber.com)

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