



# 2019 VENDOR INVITATION

*The Volunteers for Beaverton Activity Center  
are pleased to offer you the opportunity  
to participate as a vendor at the  
5th Annual Marketplace!*

**Application & Booth Fee  
DUE OCTOBER 1, 2019**

**Beaverton Activity Center Gymnasium**  
**1-Day Event! Saturday, November 2, 2019 • 10 a.m. to 4 p.m.**

- ✧ **12' x 6' BOOTHS WILL BE ASSIGNED BY CO-CHAIRS OR DESIGNEE.**
- ✧ Vendor Application is attached on page 2. Application & Booth Fee are due October 1, 2019.  
***PHOTOS or a FLYER showing details of what you will be selling must be included with application.***  
Booths will be assigned November 1, 2019. Effort will be made to separate like vendors.  
Once the assignments are made, there will be no change in booth assignments.  
No sharing booths. (Two or more vendors may not share a booth.)
- ✧ Booth Fee: \$40 for a 12' x 6' booth and 2 chairs.  
Bring your own tables. Electrical service is limited. We do not supply adapters or extension cords.
- ✧ Set-up times: Friday, Nov. 1, 2019, 4 p.m. to 7 p.m. **OR** Saturday, Nov. 2, 2019, 8 a.m. to 10 a.m.  
(Do not leave items in your booth unattended. We are not responsible for your merchandise.)
- ✧ All booths are to be staffed and open from 10 a.m. to 4 p.m.  
You may not burn candles or any other flammable materials.  
Your display must not infringe on another vendor's space, or you will be asked to remove it.  
Unload your vehicle and move it **BEFORE** setting up your booth.  
Please leave the general parking area around the building open for visitors of the building and event.  
There is additional parking south of BAC on Tonkin St.
- ✧ You are responsible for your own sales tax.  
Temporary food permit can be obtained from the Gladwin County,  
Central Michigan Health Dept (989) 426-9431
- ✧ Sweet B Café will be open for purchase of beverages, snacks, cookies and light lunch.
- ✧ At breakdown, remove the tape and numbered card from the area that marked your booth space.

**2019 CO-CHAIRS: Carole Randle and Anne Southworth**  
**For more information, call the Office Phone (leave a message) or send an E-mail.**  
**Office Phone: 989-435-4104 E-mail: [volunteers@beavertonactivitycenter.com](mailto:volunteers@beavertonactivitycenter.com)**



# 2019 VENDOR APPLICATION

Application & Booth Fee  
due October 1, 2019

BOOTH FEE: \$40

INFO: Phone: 989-435-4104 (leave a message) E-mail: [volunteers@beavertonactivitycenter.com](mailto:volunteers@beavertonactivitycenter.com)

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ # of Booths @ \$40 each. 12' x 6' booth includes 2 chairs. Bring your own tables.  
Is electrical service needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

✱ **PHOTOS or a FLYER showing details of what you will be selling must be included with application.**  
**Detailed list of items (use back of application if necessary):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✱ **DOOR PRIZE drawings throughout the day are a HIGHLIGHT of the annual Fall Community Marketplace!**  
**Please list, in detail, items being donated for door prizes:** \_\_\_\_\_

✱ **BOOTH FEE \$40 each**      **Make check payable to: Beaverton Activity Center**  
**Mail to: BAC MARKETPLACE, 106 Tonkin Street, Beaverton MI 48612**

## TERMS & CONDITIONS

Booth fee is due on or before October 1, 2019 with the completed vendor application. Vendor will receive confirmation of acceptance. If you are accepted and withdraw after October 15, 2019 your booth fee will be forfeited. The applicant acknowledges that the Beaverton Activity Center, officers, and volunteers are not responsible for any damage or loss of personal property belonging to the applicant and waives any claim against the organization, as a consequence of such possible damage or loss.

Date: \_\_\_\_\_ Vendor Signature: \_\_\_\_\_

Application, Fee & Photo Description of Product for Sale Rec'd _____	Booth(s) # assigned: _____
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