

Finders Market 2022 Vendor Agreement

Finders Market is Held at The Decatur Conference Center & Hotel - 4191 US 36 West, Decatur, IL
Markets are held on Saturdays. Open Hours are 9am-3pm. Our 2022 Market Dates are scheduled for:

APRIL 9

JUNE 11

OCTOBER 8

APPLICATION & PAYMENT

- ★ Qualified vendors may apply on our website at jumpjiveproductions.com. If you prefer, you may Mail the application with your pmt to: Jump Jive Productions PO Box 153, Mt Zion, IL 62549. **MAKE CHECKS PAYABLE TO JUMP JIVE PRODUCTIONS.** Returned Check Fee - \$25
- ★ **REFUND/CANCELLATION POLICY – All Payments are Final.** Once you are approved as a vendor and your payment is received, No refunds will be given for any reason. Each event takes a great deal of pre-planning and preparation, and many of our expenses are paid in advance. Should Finders Market have to cancel an event, every effort will be made to offer vendors the opportunity to bump their reservation to the following market. Carryover Reservations WILL ONLY be valid for the next available market date.
- ★ PHOTOS – Please provide us with high quality product and booth pics that represent your business.
- ★ We require a small item or a gift certificate (cash value min \$10– no percent off coupons) from each vendor to be used for market giveaways. Please have your item ready to give us at Check in before you set up.
- ★ All food vendors/concessions must obtain a food service permit from the Macon County Health Department and provide us with proof of Insurance. Contact 217-423-6988 or <http://www.maconcountyhealth.org/wp-content/uploads/2013/12/Temporary-Application.pdf> . We require a copy of your insurance emailed to jumpjiveproductions@gmail.com

OVERNIGHT ACCOMMODATIONS

- ★ Decatur Conference Center & Hotel offers a negotiated rate of \$92 for vendors and shoppers of Finders Market. For reservations call 217-422-8800 and mention FM

CHECK-IN, SETUP & TEAR DOWN DETAILS/REQUIREMENTS

- ★ Check –In at the entrance gate is required before beginning setup
- ★ Set up is Fri from Noon – 6PM and/or Sat from 6AM-8AM. All spaces must be set up by 8:30AM on Saturday (Market day). Vendors arriving after 8AM may not be granted access to the market and vendor fees will not be refunded.
- ★ TRAILERS – We have designated outdoor spaces available for Vendors and Dealers who reserve a 30’ outdoor space or larger. For those with smaller than a 30’ space and all other vehicles, there is plenty of close parking available.
- ★ **Your Booth MUST be open and staffed until 3:00pm Saturday. Those who tear down early will not be invited to return and will forfeit payments made for future markets.**

SPACE DETAIL/REQUIREMENTS

- ★ Your space is a reflection of your business. We ask that you invest the time to create a space that represents your brand and the aesthetic you want to convey. It will pay off. Fact. Fabulous looking spaces attract Shoppers!
- ★ 8’ tables at the Decatur Conference Center are available for indoor vendors to rent at \$5 each. Vendors are responsible for all other items needed to set up your space. Any tables used in your booth must be covered
- ★ Spaces with electricity are limited indoors and given on a first come, first serve basis at no additional charge.
- ★ Vendors are responsible for the set up, tear down and removal of ALL items from their booth. Remove any/all trash
- ★ Porters may be available to assist with unloading/loading items. They work for tips so please tip them if you use them.
- ★ The collecting and filing of state and local sales tax is the responsibility of each vendor. Decatur, IL sales tax is 9.25%
- ★ KJ Resources, Inc has sole discretion in the removal of items it deems inappropriate. Finders Market is family friendly

ADVERTISING

We advertise heavily through a variety of mediums. We expect each of our vendors to take a vested interest in promoting your participation at Finders Market. Here are some of the free ways you can help promote: Sharing our social media posts, distributing our postcards, emails, etc. The more you share, the greater the reach, and the more everyone benefits.

RELEASE

By signing the Finders Market Vendor Application you agree to comply with all of the terms and guidelines as stated herein. You agree to allow Finders Market to take and/or use photographs and/or video of your booth and products for promotional purposes at any time. You agree to hold The Decatur Conference Center & Hotel, Finders Market, Jump Jive Productions LLC and/or its partners, volunteers and/or staff blameless for any injury or loss that may arise or come to you as an exhibitor, your employees or helpers, your products, supplies, and/or the space you occupy at any time. We reserve the right to force closure of a vendor space for inappropriate behavior or merchandise.

FINDERS MARKET 2022 VENDOR APPLICATION

First & Last Name	
Business Name	
Full Address- include city,state,zip	
Phone	
Email	
Website	
Facebook Page	
Other sites/ links to see your work	
How did you learn about Finders Market	
Did someone refer you? If so, Who	

Please Select 		Returning Vendor		First Time Vendor
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Provide a description of your business & merchandise				
Electricity Needed (Limited Inside)	YES	NO	If Yes, what are your electrical needs	

We request a donated item valued at apprx \$10 from each vendor for giveaways. Please describe the item you will donate or put decide later	
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Space Selection	2022 Booth Rates		Add \$5 for an 8' Table rental (Inside Only)	SELECT YOUR DATES			TOTAL DUE W/APP
				APR 9 Spring	JUN 11 Summer	OCT 8 Harvest	
Indoor 10x10	\$90	+					
Indoor 10x20	\$165						
Outdoor 10 x 20	\$95		Rental Tables NOT Available For Outdoor Spaces				
Outdoor 20 x 30 (Inc Trailer Space)	\$120						
Outdoor 30 x 30 (Inc Trailer Space)	\$150						
Food Truck	\$100						

I have read the vendor agreement and agree to the terms and conditions for exhibiting at Finders Market

Signature		Date	
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Mail or email this page only along with your payment.

Booth Space will be confirmed following receipt and acceptance of application and payment

Please make checks payable to: Jump Jive Productions

Mail Reservation and payment to: Jump Jive Productions • P.O. Box 153 • Mt Zion IL 62549