

# Finders Market 2022 Vendor Agreement

## TERMS & CONDITIONS

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](http://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. 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](mailto: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. 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
- ★ The collecting and filing of state and local sales tax is the responsibility of each vendor. Decatur, IL sales tax is 9.25%
- ★ Jump Jive Productions (Finders Market) 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 on Facebook, Instagram, etc, sharing our Facebook event to your page, distributing Finders Market 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 without refund for what we deem as inappropriate behavior or merchandise.