



SILVER BELLS VILLAGE VENDOR APPLICATION

Be involved in the whimsy of **Silver Bells in the City** (silverbellsinthecity.org) on Friday, November 16, 2018 from 5-9 p.m. by selling your holiday goods at the **Silver Bells Village**. A celebration of lights, arts and holiday cheer, the **Silver Bells Village** will be the perfect place for **Silver Bells in the City** guests (more than 60,000) to begin their holiday shopping and to purchase refreshments.

The **Silver Bells Village** will be located on the 100 East block of Allegan St. between S. Washington Square and Grand Ave. in downtown Lansing. Space is limited as there are **only 20 booths** available. All applications will be reviewed and chosen via an approval process by members of the Silver Bells Coordinating Committee.

All applications must be postmarked by **Friday, September 28, 2018**.

CONTACT INFORMATION:

Name of Business: _____
Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Email: _____
Website: _____ Twitter: _____ Facebook: _____

BOOTH SELECTION: (tenting and one 8 foot table is provided)

Please indicate your booth preference, the number of chairs required, and electricity. Electricity and chairs will NOT be available to those who do not request them in advance.

_____ \$100 Regular 10 x 10 booth
_____ \$200 Double 10 x 20 booth
_____ \$15 for electricity
_____ \$5 per chair (or you can bring your own)

_____ Total

WORK OR PRODUCT DESCRIPTION: (New vendors must submit 3-5 product photos with application)

Please indicate all categories that describe your product(s).

- | | | |
|---|--|---|
| <input type="checkbox"/> Produce/Greenery | <input type="checkbox"/> Bath/Body Care | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Baked Goods/Sweets | <input type="checkbox"/> Christmas Decorations | <input type="checkbox"/> Fiber Art |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Food | <input type="checkbox"/> Books/Arts/Paper |
| <input type="checkbox"/> Woodwork | <input type="checkbox"/> Stained/Fused Glass | <input type="checkbox"/> Other _____ |



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Are you a new or returning vendor? NEW RETURNING

Is your product grown, made, or produced in Michigan? YES NO

Do you have a Michigan Sales Tax License YES NO

If yes, License #: _____ Exp. Date: _____

PAYMENT: Payment must be made via check (made payable to Downtown Lansing Inc.) along with completed application by **Friday, September 28, 2018**.

WAIVER AND INDEMNIFICATION:

For good and valuable consideration received, the undersigned agrees to indemnify and hold harmless, Downtown Lansing Inc. and its members, officer, directors, employees, volunteers, sponsors, contractors and agents from any and all liabilities, obligations, claims, damages, diminution in value, costs and expenses (including all court costs and reasonable attorneys' fees) (collectively, "claims") that the undersigned may suffer or incur prior to, during, or following participation in the Silver Bells Village, including injury to persons or property under my control or to persons or property of my agents, employees or invitees from any cause, including but not limited to theft or loss of property. The undersigned recognizes hazards of participation and assumes all risks of participation.

Vendor Signature: _____ Date: _____

Please return completed application via mail, fax, or email to:

Downtown Lansing Inc.
Layna Anderson, Communications & Marketing Manager
401 S. Washington Sq., Ste. 101
Lansing, MI 48933

P: 517-487-1661 **F:** 517-483-6057
E: layna@downtownlansing.org www.downtownlansing.org

Deadline: September 28, 2018