



# SILVER BELLS VILLAGE VENDOR APPLICATION

Be involved in the whimsy of **Silver Bells in the City** ([silverbellsinthecity.org](http://silverbellsinthecity.org)) on Friday, November 19, 2021 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 30, 2021**.

### 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.

\_\_\_\_\_ \$115 Regular 10 x 10 booth  
\_\_\_\_\_ \$215 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"/> Holiday 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 | Other _____                               |



# SILVER BELLS VILLAGE VENDOR APPLICATION

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 LEPFA ) along with completed application postmarked by **September 30, 2021**.

### WAIVER AND INDEMNIFICATION:

For good and valuable consideration received, the undersigned agrees to indemnify and hold harmless, the Lansing Entertainment & Public Facilities Authority (LEPFA) 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: \_\_\_\_\_

**Deadline: September 30, 2021**

**or please return completed application along with booth fee to:**

**LEPFA**  
**Mindy Biladeau, Interim VP Sales & Service**  
333 E. Michigan Ave., Lansing, MI 48933

**P: 517-908-4037 | E: mindy.biladeau@lepfa.com | W: lepfa.com**

