

## MANHATTAN CHAMBER OF COMMERCE 2022 SUMMER CRAFT AND VENDOR FAIR APPLICATION

Thank you for your interest in becoming a vendor for our Manhattan Chamber of Commerce 2022 Summer Craft and Vendor Fair. We have 3 show dates this summer: June 18, July 16 and August 13, 2022 from 9am – 1pm each date. We ask that our vendors share the event information (flyer and event page) on their social media at least 3 times prior to the event. Please do NOT create your own “event”, share the one we have already created through the Manhattan, IL Chamber of Commerce Facebook page.

We reserve the right to choose vendors that best suit our show and will limit the product categories to help ensure success for our vendors. Please fill out the application completely and email a photo of your merchandise or display to [chamber@manhattan-il.com](mailto:chamber@manhattan-il.com) for consideration. Direct sales consultants (ex. Mary Kay, Color Street, Pampered Chef, etc) will be limited to one per company on a first come first served basis.

This event will be outdoors in the courtyard between Berkots and the Manhattan Police Station, known as the Manhattan Marketplace; 130 Market Place, Manhattan, IL 60442 is the closest address to use for mapping purposes. If we have an excess of vendors, we will also be using the sidewalk in front of the Police Station and the area in front of the Village Hall. Booth spaces will be approximately 8x8, and may not necessarily be square spaces, to best accommodate shopping traffic to the existing businesses and other booths.

### **\*ALL BOOTHS ARE OUTSIDE – VENDORS ARE REQUIRED TO ABIDE BY THE CURRENT COVID GUIDELINES \***

Vendors will be responsible for their own tables, chairs, or other displays. Vendors can bring their own tents or canopies, but they must be secured with a weight on each leg.

Set up will begin at 7:30am on each show date, no earlier set up will be allowed. Booths should be fully set and ready for shoppers by 9am. We ask that vendors refrain from tearing down booths until the end of the show at 1pm. Anyone who leaves early will not be invited to future events.

All vendors are responsible for the collection and payment of sales taxes to the IL Dept of Revenue.

The Manhattan Chamber of Commerce reserves the right to restrict any vendors for noncompliance and/or behavior that distracts from the integrity of the craft and vendor show without refund. No refunds will be given (including weather) for cancellations, except for the show being cancelled due to state Covid regulations. No call/no show and/or tearing down early will result in restriction from future Manhattan Chamber of Commerce events.

For questions regarding the event, please email [chamber@manhattan-il.com](mailto:chamber@manhattan-il.com) or leave a message on the Chamber voicemail at 815-478-3811 and we will return your call as soon as possible.

Thank you,  
Mandie Wade  
Manhattan, IL Chamber of Commerce Administrative Assistant

I (We) hereby contract for space(s) at the Manhattan Chamber of Commerce Craft and Vendor Fair on  
\_\_\_\_ June 18, 2022 from 9am – 1pm  
\_\_\_\_ July 16, 2022 from 9am – 1pm  
\_\_\_\_ August 13, 2022 from 9am – 1pm

at the Market Place Center (the Plaza between Berkots and the Manhattan Police Station) outdoor venue. Appropriate fees must accompany the signed contract.

To guarantee that all exhibitors will be included in advertising and promotional materials the registration deadline is **7 DAYS PRIOR TO THE SHOW YOU ARE APPLYING FOR**. Booths will be assigned on a first come, first-served basis with a consideration given to overall product mix and consumer needs. Return the signed contract and appropriate fees, make checks payable to the Manhattan Chamber of Commerce.

**BOOTH SPACE IS APPROXIMATELY 8' x 8' - \$40 per show for non-Chamber members.**

**BOOTH SPACE IS APPROXIMATELY 8' x 8' – FREE for Chamber members.**

If you wish to become a Chamber Member, the application is attached to this application as well.

For Layout purposed please describe your business/craft items (use back side if needed):

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There will be **NO** Tables or Chairs provided, you must provide your own. Please indicate if you will bring a tent.

**Please PRINT**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

FB/Web/Instagram: \_\_\_\_\_

Bringing a Tent: Yes or No

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to:

Manhattan Chamber of Commerce

PO Box 357

Manhattan, IL 60442

chamber@manhattan-il.com

No goods or services other than those specified above shall be exhibited, and no business of any other nature shall be transacted. The undersigned exhibitor agrees that it will, at all times after the date of the agreement, Manhattan Chamber of Commerce, Manhattan Market Place Condo Association, and the Village of Manhattan harmless and keep said indemnified (a) from and against all costs, claims, expenses and damages, including export and attorney's fees, arising from the operation by the Exhibitor of a booth at and of the above events and (b) by reason of any action or other proceeding which shall or may be brought or instituted against the said Manhattan Chamber of Commerce, Manhattan Market Place Condo Association, and the Village of Manhattan for or in respect to operation of said booth at said Event concerning its stock in trade, effects and premises or for or in respect of the recovery of the several sums of money which might be due and owing from the exhibitor in respect of their operations including all cost, claims expenses and damages. The Manhattan Chamber of Commerce reserves the right to restrict any vendors for noncompliance and/or behavior that distracts from the integrity of the craft and vendor show without refund. No refunds will be given (including weather) for cancellations, except for the show being cancelled due to state Covid regulations. No call/No show and/or tearing down early will result in restriction from futured Manhattan Chamber of Commerce event.

Date received: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Booth Number: \_\_\_\_\_