



# Ladies Night Out Vendor Application and Rules

Please Return Application to [highlanddda.marketing@gmail.com](mailto:highlanddda.marketing@gmail.com)

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

Business/Vendor Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

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

Address, State and Zip: \_\_\_\_\_

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

Electricity Required: \_\_\_\_\_ Signature: \_\_\_\_\_

Vendors must be Paid in Full at time of application, each booth is \$25.00

Please make checks payable to: HVCA

SETUP 4:00-5:00pm NO EARLY ARRIVALS TO UNLOAD. Set Up time is listed for each event. If you feel you may need additional time, please contact us directly 2 weeks prior to the event.

After your car is unloaded you must moved across the street to the Highland Elementary School Parking Lot.

Refund Policy: There are no refunds for tables that have been reserved and paid for. You are expected to be at your table that night or send someone in your place to represent your company at your booth space if you are unable to attend. We do not issue refunds for attendance, low sales, or inclement weather. Vendors who are "no shows" at Ladies Night Events may be restricted from attending any future events and will lose all payments made.

No Unauthorized Product Sales: When filling out your application form you are asked what items you sell. Please bring only the items that you have listed. If you bring items that were not approved, you may be asked to remove them from your table.

No early pack up. Please do not pack up before the end time. We do have shoppers that run over after work and we don't want them to be disappointed when they get there.

Swag bags are distributed to guests at Ladies Night Events. You can add a coupon, flyer or sample to the goodie bags if you would like. This is not required, but it is a nice touch. If you would like to add something to the Swag Bags, all items must be turned into Cassie Blascyk 4 days prior to the event.

NEVER LEAVE YOUR TABLE UNATTENDED! We are not responsible for missing items or money. If you need to leave your space to use the bathroom, please take your money, computer, etc. with you.

Each vendor will be allowed space for one 6'-8" foot table and 2 chairs to be used for your sale items and display. Vendors are responsible to bring their own tables and chairs. Additional space can be purchased if your display will require more room. Electricity is available for vendors that need it. This must be applied for on your initial application form. There is no charge for electricity.