

Vendor Contract for 2024 Muskegon Township Vendor and Craft Show

Location: Softball World, 878 S. Mill Iron Rd Muskegon, MI 49442

Show Date & Time: Saturday June 15th, 2024 9:00 AM – 3:00 PM

Set Up Time: Saturday June 15th, 2024 7:00 AM- 9:00 AM **No early set ups**

Booths will be located outside on the softball fields (homemade items and vendor retail items will be on the same fields) and may or may not be in the grass, gravel and/or near the fencing. Approximate booth size is 12 x 12, please be sure that all items fit within your booth space and do not protrude into walkways. You must provide your own table(s) and chair(s). There is **no** electrical hookup available.

We would be grateful if you would consider donating one of your items to our raffle to be held at the end of the day. Proceeds will go to the Muskegon Township Parks and Recreation events and park upgrades.

Deadlines: Applications and \$20.00* booth registration fee must be received by May 28th, 2024. Applications submitted after May 28th, 2024 may be considered based on available space. Please mail or drop off application and payment to Muskegon Charter Township Attn: Lindsay Theile 1990 E Apple Ave Muskegon, MI 49442. Application fees are non-refundable and non-transferable. You may email your registration form and pay the fee over the phone, credit/debit card fees will apply. Checks* should be made payable to: Muskegon Charter Township

* In the event of a returned check there will be a \$25.00 returned check fee, you will be required to pay cash for both the space rental and the returned check fee. Your booth rental will not be secure until both are paid.

Vendor Information: Booth Space will be assigned prior to the show, based on the order in which the application/fee was received and will be emailed one week prior to the event. Booths must be attended at all times and vendors are responsible for their own cashbox. Food and beverage items will be available for purchase from Softball World's concession if desired.

Advertisements: This will be advertised on Muskegon Township Parks and Recreation social media, Muskegon Township newsletters, Muskegon Township Hall and website. In addition, please consider using your own social media platform. We will create a Facebook Event that you will be able to share with and invite your followers, you can also submit photos to ltheile@muskegontwp.org and we will do our best to display them on the Facebook Event page to promote them.

Please keep this page for your reference.

If you have questions regarding this event or application please contact Lindsay Theile at ltheile@muskegontwp.org or (231) 777-2555 Ext. 1136.

We are looking forward to a great day and we hope you will join us!

**Muskegon Charter Township Parks and Recreation
2024 Vendor and Craft Show
Softball World
Saturday, June 15th, 2024
9 a.m. - 3 p.m.
Registration form**

Name _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Booth Fee:

\$20.00 fee for a 12' X 12' space ****You must provide your own table and chairs.***

Number of booths _____ X \$20.00= _____ (refunds will not be issued)

Type of merchandise to be displayed (ie Homemade, Vendor Retail Product Type, ETC)

Returning Vendor? _____ Yes _____ No _____ How many years participated?

Special Requests _____

Return payment with this registration.

Make check payable to: Muskegon Charter Township
 1990 E Apple Ave
 Muskegon, MI 49442
 Attention: Lindsay Theile

Office Use Only

Date Received: _____ Amt Pd: _____ Booth Number: _____