

## Vendor and Crafter Information Sheet

### Event:

2025 Muskegon Township Vendor and Craft Show

### Location:

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

### Date & Time:

Saturday, June 14th, 2025, 9:00 AM – 3:00 PM

### Set-Up Time:

Saturday, June 14th, 2025, 7:00 AM – 9:00 AM (No early setups)

### Booth Details:

- Booths will be located outside on the softball fields.
- Surfaces may include grass, gravel, and areas near fencing.
- Approximate booth size: 12' x 12'.
- All items must fit within your booth space and not protrude into walkways.
- Vendors must provide their own tables and chairs.
- No electrical hookups are available.

### Raffle Donation:

We encourage vendors to consider donating an item to our raffle, held at the end of the event. Proceeds from the raffle will support Muskegon Township Parks and Recreation events and park upgrades.

### Deadlines:

- Applications and the \$20.00 booth registration fee must be received by **\*\*May 29th, 2025\*\***.
- Late applications (after May 29th, 2025) may be considered based on available space.
- Mail or drop off your application and payment to:  
Muskegon Charter Township  
Attn: Lindsay Theile  
1990 E Apple Ave  
Muskegon, MI 49442

### Payment Options:

- Checks should be made payable to: Muskegon Charter Township
- Credit/debit card payments are accepted over the phone (fees apply).

### Important Notes:

- Application fees are non-refundable and non-transferable.
- In the event of a returned check, a \$25.00 returned check fee will apply. Both the booth rental fee and returned check fee must be paid in cash to secure the booth.

### **Booth Assignment:**

- Booth spaces are assigned based on the order in which applications and fees are received.
- Assignments will be emailed one week before the event.
- Vendors are responsible for attending their booths at all times.
- Vendors must manage their own cashboxes.

### **Setup and Tear Down:**

- Vehicles must be off the field by 9:00 AM and cannot return until after 3:00 PM.
- Loading and unloading must not block traffic for other vendors.

### **Food and Beverages:**

- Food and drinks will be available for purchase from Softball World's concession stand.

### **Advertisements:**

- The event will be advertised via Muskegon Township Parks and Recreation social media, newsletters, Township Hall, and the official website.
- Vendors are encouraged to promote the event on their own social media platforms. A Facebook event will be created for easy sharing and inviting followers.

### **Contact Information:**

If you have any questions, please contact Lindsay Theile:

- Email: [ltheile@muskegontwp.org](mailto:ltheile@muskegontwp.org)
- Phone: (231) 777-2555 Ext. 1136

**\*\*Keep this sheet for your reference. Thank you for your participation!\*\***

## 2025 Father's Day Weekend Vendor and Craft Show Registration Form

### Event Details:

- Date: Saturday, June 14, 2025,
- Time: Saturday: 9:00 AM - 3:00 PM
- Location: Softball World, Muskegon Charter Township

### Vendor Information:

Please complete all fields below to register as a vendor.

### Contact Information:

- Name/Business Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Booth Fee Options:

- \$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:

(e.g., Homemade, Vendor Retail Product Type, etc.)

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### Returning Vendor?

- [ ] Yes- [ ] No - If Yes, How many years participated? \_\_\_\_\_

### Payment Instructions:

Please return payment with this registration.

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

### Agreement and Signature:

By signing this form, you agree to comply with all event rules and regulations. A copy of the rules was provided with this registration form.

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

### Office Use Only:

- Date Received: \_\_\_\_\_ - Amount Paid: \_\_\_\_\_ - Booth Number: \_\_\_\_\_

Thank you for joining us for a memorable Father's Day Weekend Vendor and Craft Show!