

Premier Promotions

By Brenda Brandt

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Address: 5419 SE 7th Street • Des Moines, Iowa 50315

January through November 3-4, 2018 fees (please check your choice):

- _____ \$ 40.00 per table on Saturday
- _____ \$ 30.00 per table on Sunday
- _____ \$ 60.00 per table with rack/shelf of 4 feet or less for Saturday
- _____ \$ 50.00 per table with rack/shelf of 4 feet or less for Sunday
- _____ \$ 80.00 per table with rack/shelf of maximum of six feet for Saturday
- _____ \$ 70.00 per table with rack/shelf of maximum of six feet for Sunday
- _____ Check if you need electricity

Please circle the dates you would like to participate

January	13	14	February	10	11	March	3	4	April	14	15
May	5	6	June	9	10	July	7	8	August	4	5
September	8	9	October	6	7	November	3	4			

November 23, 24 & 25 and the 4 weekends in December 2018 fees (please check your choice):

- _____ \$ 70.00 per table on Friday
- _____ \$ 55.00 per table on Saturday
- _____ \$ 40.00 per table on Sunday
- _____ \$ 90.00 per table with rack/shelf of 4 feet or less for Friday
- _____ \$ 75.00 per table with rack/shelf of 4 feet or less for Saturday
- _____ \$ 60.00 per table with rack/shelf of 4 feet or less for Sunday
- _____ \$ 110.00 per table with rack/shelf of maximum of six feet for Friday
- _____ \$ 95.00 per table with rack/shelf of maximum of six feet for Saturday
- _____ \$ 80.00 per table with rack/shelf of maximum of six feet for Sunday
- _____ Check if you need electricity

Please circle the dates you would like to participate

November	23	24	25						
December	1	2	8	9	15	16	22	23	

All payments must be received two weeks PRIOR to the event!

This contract is between Brenda Brandt Premier Promotions (hereinafter referred to as "Event Organizer") and _____ (hereinafter referred to as "Vendor / Crafter").

(Vendor/Crafter Name & Company)

CANCELLATION / REFUND POLICY

Registration fees are non-refundable. You are confirmed when Event Organizer will let you know we have received payment and have you down for the event. Vendor / Crafter may pay through PayPal, or check. Checks are subject to a \$50.00 returned check fee if they are returned, regardless of reason. If your check or PayPal payment is not received after you have committed to me via Messenger, Event Organizer will move onto the next person and Vendor / Crafter may not get into a subsequent show. Refunds will only be given if the event does not go on as scheduled by the Event Organizer. Event Organizer is responsible for securing any replacements for Events.

Mall hours January through November Saturday 10AM – 9PM and Sunday, Noon until 5:30PM. Black Friday Weekend hours are Friday 6AM-9PM, Saturday 9AM-9PM & Sunday Noon-5:30pm. Holiday hours in December vary with the 1st weekend Saturday 9AM – 10PM, Sunday, 11AM – 6PM, 2nd weekend Saturday 8AM – 10PM, Sunday 11AM – 6PM, 3rd weekend Saturday 8AM – 10PM, Sunday 10AM – 7PM. Setup hours begin two hours prior to opening of the mall. You MUST unload from the back side of the mall between Sears & Kohl's under the purple awning that states, "Merle Hay Tower." Event Organizer and Vendor / Crafter are not allowed to park or unload through the front doors. If Vendor / Crafter tears down or leaves early they may not be invited to come back to Event Organizer's events. Emergencies are handled on a case by case basis.

If Vendor / Crafter leaves the selling area they have for a break, please ask one of your neighboring vendors or partner with you to watch your table. Booths need to have people attending them at all times.

Merle Hay Mall provides six foot tables with black table cloths and chairs. You MUST provide covers for the evening to cover your items. You MUST provide three prong grounded cords for any electrical needs that you have and show them to the promotional manager or anyone that is placed in charge. Please have a minimum of eight feet cordage as well as a power strip with you that is three prong which you may or may not need. All items behind your table should be hidden and look nice at all times, and clean up customer messes as well. Event Organizer recommends cash, laptops, pads, and cell phones leave with you in the evening. The Event Organizer is not responsible for lost or stolen items.

The Event Organizer does not allow duplicate vendors. This means you will be the only one selling a particular line of product. The first person that sends their completed form and payment secures their spot in the event and booth of choice. The items that you market and promote and have signed this contract for are the only items that you may sell. All items listed on this contract are the items that you will be selling. Vendor / Crafter may or may not have similar items. It will be determined on a case by case basis.

Guests / Children

This venue is the career choice for MANY who join our events. Children under the age of 12 may visit your booth but are not allowed to be at your booth the entire weekend. It is disruptive to other Vendor / Crafter and their work to listen to you argue or discipline children. If this is a problem, we will ask you to leave. If your guests are not on this form, they cannot stay with you throughout the event due to insurance. We are not responsible for accidents involving your children or guests. You are only to have people who work for you behind your table.

Name of Business Owner: _____

Name of Business Represented: _____

Email Address: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Do you want your business name shared on social media? _____ Yes _____ No

Webpage: _____

Facebook Page: _____

List All Items to Be Sold: _____

Printed Name of Business Owner

Signed Name of Business Owner

Printed Name of Business Representative

Signed Name of Business Representative

Printed Name of Business Representative

Signed Name of Business Representative

Printed Name of Business Representative

Signed Name of Business Representative

Printed Name of Business Representative

Signed Name of Business Representative

Date _____