



- Please complete application in full.
- 1 - 2 photos of your product must be included in your application. The Exchange Market Committee will be conducting a judicial review to ensure that we do not have duplicate items being sold. With regard to MLM (multi-level marketing, i.e. health & wellness products, beauty & skin products, essential oils, kitchen tools, etc....), vendors will be chosen by a lottery system. Identical businesses will be chosen in the order in which their application was received.
- Booth placement is the decision of The Exchange Market Committee. We will try our best to honor requests, but the decision of booth placement is final.
- Two vendors may NOT go together to share the cost of a booth.
- If The Market Committee does not accept application, the application fee will be returned.
- Application Deadline: September 8th 2017.
- Each booth space will be \$100.
- To make your payment, go to our website, theexchangeus.org, choose Events / Fall Market.
- If you need to cancel your application prior to September 8th 2017, your booth fee be refunded.
- In the event that you cancel between September 9th and September 19th, you will receive a 50% refund.

- Cancellations September 20th onward will receive a 25% refund in the event that we find another vendor to fill the space.
- After the application is complete with signature, scan or take a picture of the application and email it to ccunningham@theexchangeus.org
- We encourage you to use social media and email to inform your customers about Fall Market @ The Exchange.

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Date: _____

Exhibitor Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

E-mail Address: _____

DID YOU PARTICIPATE IN SPRING MARKET? _____

Describe product(s) and average price(s):

All booths will accommodate a 6' table. If you have an 8' table, please note here: _____

Will you need electricity? (\$10 additional): _____

Placement request or special requirements:

The Exchange and its board, paid personnel and volunteers of the Fall Market @ The Exchange are not responsible for overnight security, inclement weather, loss or damage to property, injury or accidents of any kind.

- All vendors are required to be at The Market the entire time. Booths may not be dismantled prior to the end time. Failure to follow this rule will result in you not be invited back to The Market @ The Exchange.
- Vendors must furnish their own display equipment, tables, unloading equipment and staff.
- No pets are allowed to be at The Exchange.
- A sign-up genius will be emailed for you to choose your set-up time.

CHECKLIST

I have:

- signed application/release
- paid booth fee on-line at www.theexchangeus.org
- included 1-2 current photos of merchandise will be emailed with the application

By signing below, I acknowledge I have read and understand this application and agree to abide by all rules. In addition, I hereby release The Exchange from any liability connected to my participation in the 2017 Fall Market @ The Exchange. I authorize The Exchange to use my name and images of my work and in its advertisements, including social media.

Signature: _____

Date: _____