**TrailMarket Vendor Letter**

Thank you for your interest in setting up a booth at TrailMarket! Please read and fill out the following information. Make sure to provide the vendor fee to confirm your spot.

General Information:

* TrailMarket will take place on Saturday, March 14th from 12-4 p.m..
* Vendors may begin setting up at 11 a.m. and are expected to finish set up 1 hour prior to event start time.
* Vendors will be responsible for their own power source. Personal generators will be permitted.
* All vendors are expected to stay for the duration of the event.
* All vendors are responsible for their own money services. If accepting cash, please be able to provide change. If accepting payment through an app or card reader service, please make sure this is available and set up prior to event start time.
* All vendors are provided a 12x12 space and are responsible for their own tent, tables, chairs, equipment and merchandise.
* Vendors are responsible for complete breakdown of booth. Please take all items with you once the festival has concluded.
* Costs to attend:
  + TrailMark Resident Vendor Fee- $15
  + Public Vendor Fee- $50
* General Admission for attendees will be at no cost.
* Payment must be submitted with application to confirm spot.
* No refunds will be given for cancellations or no shows.
* Points of contact for the day-of event.
  + Katie Wyble | (904) 940-0687 | [Kwyble@Evergreen-LM.com](mailto:Kwyble@Evergreen-LM.com)
  + Lynzi Chambers | (904) 521-2072 | [LChambers@Evergreen-LM.com](mailto:LChambers@Evergreen-LM.com)
* Event will happen rain or shine. Set up will be in front of the Camp House. If inclement weather occurs, set up will be moved inside the Camp House. Please note that this event will be held outside. Make any necessary adjustments before arrival to fit the venue space.
* We are expecting about 500 attendees. If this number increases exponentially, you will be notified in order to make any necessary adjustments.

**TrailMarket Vendor Application**

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

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Phone Number: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Description & Items Selling: ­­­­­­­­­­­

Notes for Event Planners: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Payment Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_