



Saturday, November 2, 2024
North Thurston High School Commons
600 Sleater-Kinney Road
9:00 am – 3:00 pm

Holiday Market 10 x 10
Business Vendor Application

All vendors are REQUIRED to be licensed and provide UBI or EIN number
 Booth reservations will be processed in the order applications & payments are received

Business/Organization: _____ UBI/EIN #: _____

Contact Name: _____ Phone: _____

Mailing Address:

_____ Street _____ City _____ State _____ Zip _____

Email: _____

LSSC Member 10x10 Vendor Booth \$125.00 **Non-Member 10x10 Vendor Booth \$150.00**

Vendor Booth Category: Beverage Food Craft Retail Information Nonprofit

Do you need electricity? Yes No

Yes, I would like to donate a raffle prize Value of raffle donation/Due October 25, 2024

Tell us about your business with a brief description of your booth set up & attach a picture of your booth set up: _____

Payment Type: Check Credit Card

Credit Card #: _____ Exp: _____ CVV#: _____ Zip Code: _____

Make checks payable to: Lacey South Sound Chamber

Return to Lacey South Sound Chamber
 360-491-4141
 3925 8th Ave SE Suite C Lacey 98503
 Events@laceysschamber.com



2024 Policies for All Vendor Events:

Thank you for considering participating in a vendor event with Lacey South Sound Chamber. Before signing up, please take a moment to review our policies to ensure a smooth and successful experience for everyone involved.

Event Application Policies

1. **Early Bird Registration for Returning Vendors**
 - To encourage repeat participation, returning vendors will be offered an early bird registration. This ensures they have the opportunity to secure their spot before new applicants are considered. Your spot is not reserved until payment has been received.
2. **Payment and Application Processing**
 - Applications will only be processed once full payment is received. Vendor spaces are limited and will be reserved on a first-come, first-served basis.
 - Separate lists of vendor types may be maintained for certain events, which could result in multiple lists being used for vendor selection.
3. **No Refund Policy**
 - Please note that we do not offer refunds for any reason.

Vendor Expectation Policies

1. **Pre-Event and Day-of Checklists**
 - To ensure a smooth event, you will receive a pre-event checklist detailing necessary items. On the day of the event, an event checklist will be provided outlining required tasks and the locations of important items. This checklist must be completed and submitted to the designated area at the end of the event.
2. **BBQ Vendors**
 - BBQ vendors will be located outside and will be responsible for providing their own tents, tables, and chairs.
 - Due to the size of vehicles and limited space, BBQ vendors are required to adhere to specific early setup times. Accommodation after the designated setup time may not be possible.
3. **Holiday Market Vendors**
 - Holiday Market vendors will be set up indoors, with the chamber providing one table and two chairs per vendor.
4. **Booth Setup and Timing**
 - Booths must be fully set up and ready for guests one hour before the event starts. Vendors must not dismantle or remove tables, tents, or other setup elements before the event officially ends. We expect vendors to remain available for the entire duration of the event.
5. **Trash and Recycling**
 - Vendors are responsible for disposing of their own trash and recycling. An area will be provided for disposal, except for hazardous materials.
 - Food vendors using grills must have an aluminum trash can for ash disposal off-site, in compliance with fire codes.
6. **Customer Service**
 - We prioritize creating an exceptional experience for our guests. Excellent customer service is a key factor in determining whether vendors will be invited back to future events.

Note: Failure to adhere to these guidelines may result in not being invited back to future events. Please ensure thorough planning before booking.