



Return Application to:
Junior League of Fort Smith
311 Garrison Avenue, Fort Smith, AR 72903
or email to holidaymarketjlf@gmail.com

2022 Holiday Market Presented by Junior League of Fort Smith – Application

ACHE Research Institute, 1000 Fianna Way, Fort Smith AR 72916
December 3-4, 2022

Business Name: _____
Company Contact: _____
Address City/State/Zip: _____
Phone Email: _____

BOOTH DETAILS

Booth size is 10' by 10' and priced at \$200.
(1) 8ft table and (2) chairs will be provided upon request.
If you need access to an outlet please let us know.

____ Will need table provided
____ Number of chairs requested
____ Will need access to an outlet
____ Will NOT need access to an outlet

BOOTH PERSONNEL

Each vendor working during the event will be required to wear a name tag. All personnel must be regular employees or members of the business owner's immediate family. **Two employees may work each booth purchased, free of charge. Additional employees may work the booth(s) at a fee of \$20 each.** Business owner counts as one of the 2 complementary employees. **Included Booth Personnel Additional Booth Personal (\$20 each)**

1. Name _____
2. Name _____
3. Name _____
4. Name _____

MERCHANDISE INFORMATION

Please circle all of the following categories that apply to the merchandise you will have in your booth at the market.

Artwork Gifts Ladies Apparel & Accessories Seasonal Bath & Body
Stationary Men's Apparel & Accessories Pets Home Decor Toys
Children's Apparel & Accessories Food & Drink Jewelry Health & Wellness
Other _____



Return Application to:
Junior League of Fort Smith
311 Garrison Avenue, Fort Smith, AR 72903
or email to holidaymarketjlfs@gmail.com

AUCTION INFORMATION

There will be an online silent auction that takes place the week prior to the Holiday Market. Please select below if you would like to participate by donating an item. We also ask for a graphic of the item you wish to donate. These items must be delivered upon check-in.

_____ Will participate in online silent auction

_____ Will NOT participate in online silent auction

Item Description _____

Value of Donation _____

JLFS HOLIDAY MARKET CONTRACT TERMS & CONDITIONS

1. Vendors assigned to a booth are expected to operate said booth with adequate staff and inventory for the entire duration of the Holiday Market event. Vendor agrees to: (1) set up to be **COMPLETED by December 3, 2022 at 9:30 a.m.**, (2) have the booth operating on **Saturday, December 3, 2022 and Sunday, December 4, 2022** and (3) remove all merchandise on **Sunday, December 4, 2022 between 4:00 p.m. and 8:00 p.m. CST** after the event. *Setup will become available starting Friday, December 2, 2022 3:00 p.m. – 8:00 p.m.*
2. Vendors will use the booth rented solely for the purpose of displaying merchandise for sale at the Holiday Market. The JLFS reserves the right to reject any undesirable material or merchandise.
3. Booths and badges may not be transferred, sold, leased, shared or sublet in whole or part without the written permission of the JLFS.
4. Due to Fort Smith fire codes, promotional display and sale of merchandise must be confined to the vendor's booth area only. Vendors in violation are subject to being fined for any and all items extending outside of the booth's dimensions.
5. Vendors shall not play any music or recordings and shall not use microphones to make sounds or noises.
6. Vendors are independent and separate entities from the JLFS. Vendors agree to collect any sales tax for their sales and comply with all the requirements of the Arkansas State Department of Revenue, the City of Fort Smith, Sebastian County, Arkansas, and all other laws and regulations governing vendor's activities.
7. The JLFS makes no warranties with respect to vendor merchandise and will not take responsibility with respect to the collection of unpaid accounts, returned checks, or the return of merchandise.
8. The JLFS may cancel and terminate this contract at any time upon written notice to the vendor.
9. If the booth is empty at the opening of Holiday Market, the JLFS may permit others to occupy that booth with no recourse for the vendor who has not occupied the booth.
10. Companies are warned that the presence of security personnel or security systems does not constitute a guarantee against loss, a policy of insurance, or a promise to indemnify in the event of a loss. Vendors are expected to insure themselves against any and all loss that they might sustain.
11. The JLFS is not responsible for advising or otherwise assisting vendors with respect to any tax or other legal matters or requirements.

I hereby release the Junior League of Fort Smith (JLFS) and JLFS's officers, members,



Return Application to:
Junior League of Fort Smith
311 Garrison Avenue, Fort Smith, AR 72903
or email to holidaymarketjlfs@gmail.com

committees, agents, and employees in their official and/or individual personal capacities (1) from any liability for loss, damage, or destruction (through negligence, gross negligence, or otherwise) of vendor from property AND (2) for personal loss and property damage of any kind. The foregoing shall not, however, limit liability of any individual who is acting as an individual when engaged in criminal or tortious conduct, such as theft, willful damage, or destruction. **The undersigned, in submitting this application, hereby agrees to comply with all of the provisions of the JLFS Holiday Market Contract Terms & Conditions.**

Print Name: _____

Signature of Applicant: _____

Date Signed: _____

PAYMENT INFORMATION

Full payment must accompany this application to qualify for the 2022 JLFS Holiday Market. You have two options to send payment:

- 1) Checks payable to Junior League of Fort Smith
- 2) Online payment via the website at <http://www.jlfs.org/vendor> (fees apply)

CANCELLATION POLICY

Should cancellation occur after October 15, 2022, 50% of the booth fee will be retained. Cancellation after November 15, 2022 will forfeit the entire fee.

TOTAL CHARGES

Booth Order \$ _____

Additional Personnel \$ _____

GRAND TOTAL \$ _____

For JLFS Spring Market use only:

Payment Received: _____ Check _____ Online Date Received: _____