Vendor Packet

Market Highlights

- Well attended for 23 years with ~1000 visitors annually in recent years
- Access to WiFi for easy card payments
- Customers looking for unique and specialty items
- Customers looking to support local artists and environmentally responsible gifts

Why Exhibit?

- Sell products on-site
- Connect with new customers and create brand awareness
- Drive customers to your website and social media
- Demonstrate products/services
- Meet customers and answer questions about your products

24th Annual Gift Market
Dear Crafters and Vendors,

The Rozsa Center for the Performing Arts is proud to host the 25th Annual Home for the Holidays Gift Market, to be held on Saturday, November 26, 2022 from 10am to 3pm. This event historically draws over 1,000 guests to the Gift Market, and we look forward to another successful show this year.

Home for the Holidays Gift Market is a juried show, which guarantees guests an excellent and varied assortment of high-quality, hand-crafted items to shop. Vendor categories will be diverse, and no one category will make up more that 15% of the total booths. You will find the vendor application enclosed with this information packet.

Applications will be reviewed on October 17, 2022. Applications received after October 17 will be reviewed upon receipt. Applications will not be accepted after November 17, 2022.

Vendors with hand-crafted items will receive priority acceptance. We look forward to your participation. If you have any questions, please contact the Rozsa’s Audience Manager, Hannah Rundman, by email at herundma@mtu.edu, or by phone at (906) 487-2481.

Sincerely,

Mary Jennings
Director, Rozsa Center for the Performing Arts
Michigan Technological University
This packet contains the information you will need as a vendor for the Home for the Holidays Gift Market. Please read it in its entirety prior to submitting an application.

IMPORTANT DATES
Applications will be reviewed on October 17, 2022. Applications received after October 17 will be reviewed upon receipt. **Applications will not be accepted after November 17, 2022.**

EQUAL OPPORTUNITY
Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

EVENT MASK POLICY
In the event that the University or local, state, or federal governments require indoor masking, all vendors will be required to wear a mask over the nose and mouth. In absence of a mask requirement, masking is recommended.

INDEMNITY & INSURANCE
The Vendor assumes the risks of, covenants not to sue, and forever releases and agrees to hold harmless and indemnify Michigan Technological University, its Board of Trustees, employees and agents, from and against any and all claims for bodily or personal injury or liability occurring out of or in connection with the use of the Rozsa Center facilities or University property by any person pursuant to this use agreement. Each Vendor will assume full responsibility for all risks of their participation in the event or any injury or damages occurring on University property. This may include providing your own theft and liability insurance, if desired.

CANCELLATION POLICY
All cancellations must be made in writing. Cancellations received before Nov. 17, 2022 will be refunded the full amount received. Cancellations received after Nov. 17, 2022 will not be refunded.

PUBLIC ADMISSION
Free

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**24th Annual Gift Market**
**Assignments:** Booth assignments will be made by the Rozsa Center. Vendors may indicate specific booth preferences with the submission of your Application Form. The Rozsa will do their best to accommodate Vendor requests and preference. Final determination of booth assignments will be made in the best interest of the show at the discretion of the Rozsa Center.

**Space:** Booths are 10’ x 10’. Vendors may request 6’ rectangular or 5’ round tables and chairs (note in application). Vendors may not obstruct the aisles, encroach on neighboring booths or operate in any manner which causes interference, annoyance, or endangerment to other vendors or attendees. No display may interfere with exits, exit signs, or aisle for compliance with fire code and ADA laws. All materials must be stored under the table or in your vehicle.

**Electrical:** Not all booths will have electricity access. If you require access to an electrical outlet, please make sure that you note this on your application. You are responsible for bringing your own extension cord and gaffers tape to secure it to the floor.

**Internet:** The Rozsa Center has WiFi available for Vendors.

**Audio & Video:** No music, video with sound, etc. can be loud enough to be heard outside the confines of your booth.

**Decorations:** No confetti, glitter, etc. No lit candles or open flames. Balloons are allowed, if weighted down and filled prior to arrival. Balloons must be kept within the confines of your booth. There is a $50 fee for each balloon that must be retrieved from the ceiling.

**Allergies:** Many vendors and guests have allergies to scents. Please keep scent-producing displays to a minimum.

**Event Day Set-up, Tear-down & Booth Staffing**
- Set-up: 7am to 9:45am
- Booth set and staffed: 9:45am to 3pm (no early tear-down)
- Tear-down: 3pm to 6:30pm

Plan for your set-up and tear-down needs. You are responsible for bringing the equipment and supplies (pens, scissors, etc.) you need.
VENDOR APPLICATION

Please complete and submit this form no later than Thurs., Nov. 17, 2022. Priority will be given to vendors with hand-crafted products and to applications received before Mon., Oct. 17, 2022. Please submit only one application, either by applying online, by emailing an image of this form to rozsa@mtu.edu, or by mailing a paper copy to Attn: Hannah Rundman, R0Z 106, 1400 Townsend Drive, Houghton, MI 49931.

Contact Name ____________________________________________ Booth Name ____________________________________________
E-mail ____________________________________________ Phone ____________________________________________
Facebook Name ____________________________________________ Instagram @ ____________________________________________
Website/Etsy ____________________________________________ Mailing Address ____________________________________________
City ____________________________________________ State __________ Zip Code __________

PRODUCT(S)
Full description for the product(s) you will exhibit: ___________________________________________________________
_________________________________________________________________________________________________________

BOOTH OPTIONS
Circle Booth Type: 10' x 10' Lobby Booth $95 10' x 10' Stage Booth $75
Indicate quantity: ___ FREE 6' Rectangle table ___ FREE 5' Round table ___ FREE Chairs
___ $15/ea. White linen ___ $15/ea. Black linen YES / NO - Electrical Outlet Access

Booth Notes: __________________________________________________________

TERMS
• Occupancy: Vendor agrees that their booth be open and continuously attended from 9:45am - 3pm.
• Set-Up/Tear-Down: Vendors are responsible for event day set-up from 7am-9:45am and for tear-down from 3pm-6:30pm. Vendors are responsible for bringing their booth's equipment and supplies.
• Liability: The Rozsa Center for the Performing Arts and Michigan Technological University are not responsible for any injury, loss or damage that may occur to the Vendor or the Vendor employees or property from any cause whatsoever. The Vendor, upon signing the contract, expressly releases the aforementioned from any and all claims such as loss, damage, or injury.
• Masking: If the University or government entities require masking indoors at the time of the event, masks must be worn over the nose and mouth while indoors and on-site for the market.
• Payments: Please refrain from submitting payment until you have been confirmed as a 2022 Market Vendor. Payment methods, instructions, and deadlines will be communicated upon market acceptance.
• Cancellations: All cancellations must be made in writing. Cancellations received after Nov. 17, 2022 will not be refunded.

I have read and agree to the terms of this application and the Vendor Packet rules and regulations. I understand that broken agreements may result in disqualification from future markets.

Signature ____________________________________________ Date __________

Home for the Holidays 2022