



Saturday, November 30, 2024 | 10 a.m. - 3 p.m.

Vendor Packet

Market Highlights

- Well attended for 25 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

26th Annual Gift Market

ROZSA | Michigan
Technological
University

THE ROZSA'S ANNUAL



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Dear Crafters and Vendors,

The Rozsa Center for the Performing Arts is excited to host the 26th Annual Home for the Holidays Gift Market, to be held on Saturday, November 30, 2024 from 10am to 3pm. This event historically draws over 1,000 guests and incredible local vendors. We can't wait!

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 than 15% of the total booths. You will find the vendor application enclosed with this information packet.

New this year, we're offering a discounted rental rate for the North Mezzanine, and there will be a single application deadline. Applications are due by 11:59pm on Sunday, October 27, 2024, and vendors will be notified of acceptance by Friday, November 1, 2024.

We look forward to your participation. If you have any questions, please contact me by email at herundma@mtu.edu, or by phone at (906) 487-2481.

Sincerely,
Hannah Rundman

Guest Services Manager, Rozsa Center for the Performing Arts
Michigan Technological University

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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 are due by 11:59 p.m. on Sunday, Oct., 27, 2024. Vendors will receive notice of acceptance by Friday, Nov. 1, 2024. Vendors must confirm participation by Friday, Nov. 15, 2024. Booth assignments will be announced by Fri. Nov. 22.

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.

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. 15, 2024 will be refunded the full amount received. Cancellations received after Nov. 15, 2024 will not be refunded.

PUBLIC ADMISSION

Free

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BOOTH SPACE & CONSIDERATIONS

- **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: 7:00 a.m. to 9:45 a.m. Plan for your set-up and tear-down needs. You are responsible for bringing the equipment and supplies (pens, scissors, etc.) you need.
- Booth set and staffed: 9:45am to 3pm (no early tear-down)
- Tear-down: 3:00 p.m. to 5:00 p.m.

*Some booths of equivalent size but different space ratios may be available.