

Glen Arbor Holiday Marketplace 2024

VENDOR APPLICATION

SCHEDULE:

Friday, November 29th, 2024 - Vendor setup from 2-5pm. Festive Tree Lighting and Caroling takes place outside at 6:15pm with the opening of the market to the public during the "Preview Party," from 6:30-8pm.

Saturday, November 30, 2024 - Holiday Marketplace open from 10am-3pm.

NAME _____ PHONE _____

BUSINESS NAME _____

EMAIL ADDRESS _____

BUSINESS ADDRESS _____

- **Please print and return your application, with a check for \$125, by June 1st, 2024.**
- Email us 1 - 3 photos of your work for review. If you are able to participate, we will also utilize these images for promotion of the event on social media. Checks will be returned to any applicants not able to be accepted.
- Event Chair, Cre Woodard, Email: crewoodard.landscapes@gmail.com Phone: (231) 735-5300
- Please make checks payable to "Glen Lake Chamber of Commerce," or pay securely online via PayPal: <https://www.paypal.com/paypalme/glenlakechamber>
- Mail checks and application to: Cre Woodard, PO Box 21, Empire, MI 49630

The Chamber & event committee selects a variety of media for a well balanced, creative work to display a quality, one-of-a-kind show. • Please provide any detail regarding your work, below. The following description will also be considered for use in the marketing of this event:

- **Glen Lake Chamber's Marketing Director, Raquel Jackson, Email: rockwellart.design@gmail.com**
- **Visitglenarbor.com is the primary webpage for the event, found on their [Event Calendar](#).**



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- Like, follow and share posts on: <https://www.facebook.com/glenarborholidaymarketplace>

FRIDAY - MARKETPLACE SET-UP AND OPENING EVENING:

- Artists are to set up on “Black Friday” from 2-5:30pm
- If you cannot set up or haul in and out your own booth worth of goods and supplies, please consider bringing help.
- You may begin selling your goods during the “Opening Preview Party” Friday evening from 6:30-8pm
- The Town Hall will be locked and secured at 8pm.

SATURDAY - HOLIDAY MARKETPLACE

- Marketplace open hours are from 10am-3pm
- Someone will be at the Town Hall at 9am if you need time prior to the doors opening.

YOUR SPACE AND TABLE RESERVATIONS

Please check one:

_____ Glen Lake Chamber Members Booth Fee \$100

_____ Non-Members Booth Fee \$125

Included, are 2 chairs and an 8' table

Do you need the table? Yes _____ No _____

Do you need the chairs? Yes, 1 chair _____ Yes, 2 chairs _____ No chairs _____

Do you need electrical power? Yes _____ No _____

ADDITIONAL REQUIREMENTS FOR MARKETPLACE PARTICIPANTS

In addition to your financial commitment, we ask the following:

- A posting on your website about your marketplace for your own customer base awareness by October 31st.
- If you haven't already, like and follow the posts made on the [event Facebook page](#).
- Post a minimum of 5 times to your business or personal social media page(s) leading up to the event. You may tag @glenarborholidaymarketplace in the text of your post on facebook and we'll see it! Tag @visitglenarbor if using Instagram or Twitter.

As it gets closer to the event, we will email you marketplace graphics and the event page link for you to reference or utilize for your own marketing of the event.



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