



VENDOR AGREEMENT

ISU's Pappajohn Center for Entrepreneurship is excited to host the first *Jingle & Mingle Holiday Market*, a pop-up tented market featuring student and ISU alumni entrepreneurs on Friday, December 1 from **3:30 p.m. - 7:30 p.m.** on the Northeast Campanile Lawn (back-up inclement weather location is the Student Innovation Center).

All CYstarters alumni to showcase their businesses. We hope to have a variety of different businesses for our student and community shoppers. **There is no cost to participate** and we encourage all to apply.

Each student vendor will receive an 8' x 30" table in an assigned spot.

If you are interested in securing a spot, please complete and submit the online registration form by October 20:

FINE PRINT:

- The ISU Pappajohn Center for Entrepreneurship reserve the right to cancel or postpone the market based on weather and forecasts for the safety of shoppers, vendors, and their merchandise.
- All makers must sell only the goods they apply with and must be present during the entire time to sell their goods.
- No unauthorized booth sharing or sales of other goods will be allowed.
- No pets/animals, open flames, or use of chemicals.
- We reserve the right to assign table locations and spaces as necessary to work around venue space restrictions.
- No early tear down (before 7:30 p.m.) will be allowed.

- All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction.
- Vendors are not to offer items that contain violent, defamatory, profane, obscene, or sexually explicit language or pictures.

JINGLE & MINGLE HOLIDAY MARKET OPERATION AND POLICIES

- **Arrival Time & Set-up:** Vendors may begin set-up at 2:00 p.m. and must be at their tables by 3:00 p.m. The on-site Market Facilitator will jingle bells at 3:30 p.m. to signal the start of the market. Vendors may not begin selling before the opening time.
- **Loading/Unloading Area:** 5-minute parking with blinkers on will be available on North side of Union Drive (heading West) between Gerdin and the Campanile. Volunteers will be present to help move your items to your car in the unload zone to your table. Cars must be moved immediately after unload.
- **Free Parking:** Parking will be available in the East Campus Parking Deck (across from Gerdin). Extended parking will not be permitted in the unloading area. Any parking citations will be your own responsibility.
- **Table Size & Spacing:** Vendor tables are 8' x 30". Vendors can set up within the length of the table and have up to 3' behind. Tables cannot be moved. Items cannot be setup in front of the tables, into the aisle.
- **Departure & Take-Down:** Vendors are not to start tear down prior to 7:30 p.m. The on-site Market Facilitator will jingle bells at 7:30 p.m. to signal the end of the market and dismantling may begin. Your area must be completely cleared with trash disposed and the area vacated by 8:30 p.m.
- **Electricity:** Limited electrical outlets will be available and all efforts will be made to accommodate pre-requests. Please be sure to indicate your need during registration.
- Space heaters are not allowed. This is an outside event.
- **Clean-up:** Vendors are responsible for removing all waste, rubbish, recyclables, or trash that they generate during the market. Trash or residue from any food vendor's product may not be placed in any storm sewer and must be disposed in a proper manner.
- **Noise:** Any loud and raucous noise, or any noise which unreasonably disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of ordinary sensitivity will be allowed at Market.
- **Collecting Payment / Sales:** It is each vendor's responsibility to have payment plans in place. The Market facilitators will not have the means to make change or provide assistance with taking payments.
- Additional requirements and licensing may apply for food vendors.

After you submit your application, please email 3 product photos to Sam Dilocker at dilocker@iastate.edu. Please use the following subject line format to submit photos:

Business Name | Vendor Photos | Jingle & Mingle Holiday Market.