



LIGHT *the* LIGHTS!

Vendor Application 2023

**Friday, November 17
6-9pm**

**Twelve Mile Crossing
at Fountain Walk**

Event attendees will enjoy a tree lighting and firework show, visits with Santa, shopping an artisan market, live entertainment, outdoor firepits, decorated police and fire vehicles, and so much more in this kick off event to the holiday season!

IMPORTANT INFORMATION TO VENDORS

- Vendor area will be indoors, inside The HUB Stadium.
- Setup begins at 4:30pm on Friday, November 17.
- Vendors are responsible for their own setup and tear-down.
- Single booth only. Double booths not available.
- There is no application fee. It is free to apply, however, applications will be evaluated to ensure exceptional quality and a diverse product mix.
- If selected, cost for a single vendor booth is \$50.
- Booth cost includes one 8' table and two chairs.
- Electricity plug ins are limited. Availability is based on the order in which applications are received.

APPLICATION SUBMISSION

Email your completed application and photos of your work to: communityrelations@cityofnovi.org.

QUESTIONS?

Email us at communityrelations@cityofnovi.org or call 248.735.5628.

cityofnovi.org/lightthelights

Application Form

Name: _____

Phone: _____

Business Name: _____

Email: _____

Address: _____

Website: _____

City, State, Zip: _____

Michigan Sales Tax Number: _____

PRODUCT CATEGORY (CHOOSE ONE OR MORE)

- | | | | |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Wood | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Home Décor | <input type="checkbox"/> Pet apparel & accessories |
| <input type="checkbox"/> Pottery | <input type="checkbox"/> Glass | <input type="checkbox"/> Garden/Outdoor | <input type="checkbox"/> Nonperishable food & drink, packaged & prepared |
| <input type="checkbox"/> Tile | <input type="checkbox"/> Leather | <input type="checkbox"/> Bath & Body | <input type="checkbox"/> Handcrafted toys/games |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Fibers (non-wearable) | <input type="checkbox"/> Apparel | <input type="checkbox"/> Essential oils/candles |
| <input type="checkbox"/> Other: _____ | | | |

Vendors must include photo examples or website of items to be sold. Feel free to include a photo of your booth set up.

Have you participated as a vendor in art shows or markets? ☐ Yes ☐ No

If so, please list: _____

Is electricity essential for your set up? ☐ Yes ☐ No

Additional comments: _____

Types of items to be sold:

RULES & REGULATIONS

- The applicant must be present at check-in and with their work for the duration of the event.
- All inventory boxes, items, etc. must be contained within your booth space and cannot interfere with adjacent booths or walkways.
- Each artist is responsible for the collection and payment of the .06% Michigan sales tax.
- Artists are responsible for insurance and protection of artwork and display. The City will not be responsible for damage to artwork or display.
- The event committee will assign your booth location. Once assigned, movement will not be permitted.
- All artists must be 18 years of age or older.

BOOTH FEES & CANCELLATION POLICY

Cost for a singular vendor booth is \$50. This cost includes one 8' table and two chairs. The vendor booth fee is required upon application approval, no later than Friday, October 27.

No refunds will be given after the applicant officially accepts invitation to participate. No refunds will be given due to the cancellation of the event by local authorities or a weather-related incident.

Signature: _____

Date: _____