

Vance Spouses' Club
2023 Holiday Marketplace
PO Box 5803
Enid, OK 73702



Dear Prospective Vendor,

The Vance Spouses' Club is preparing for the annual Holiday Marketplace, and we are actively looking for individuals and businesses to participate as vendors. The Marketplace will be held at the Chisholm Trail Expo Center, in Enid, OK on Saturday, November 11, 2023.

The Holiday Marketplace is anticipating a triumphant year! It is one of the VSC's largest fundraisers. All proceeds go to our Charitable Giving and Scholarship fund, which is used for donations to local and national non-profit organizations, school-sponsored extracurricular activities, local families in need, and scholarships for graduating seniors and military spouses.

Please read the updated Holiday Marketplace Policies included with this letter. The 2023 Holiday Marketplace will be held in the Pavilion Trade Show Area. We will do our best to accommodate requests, but we cannot guarantee specific booth location.

If you would like to join us, complete the enclosed application and mail it with your payment to the address listed below. Please note that a Vendor's Statement of Tax Responsibility Form is included. This must be signed and submitted with the application. This form states that the vendor is responsible for reporting all taxes incurred from sales at the Holiday Marketplace. The VSC will not be collecting taxes.

The VSC is proud of the tradition of excellence that our Holiday fundraiser has established. Our members want to make this year's event as enjoyable and profitable for you as possible. A successful event for you means success for the local community. We look forward to your participation in the 2023 Holiday Marketplace.

Sincerely,

Kristen Day & NeAnne Clinton
Holiday Marketplace Co-Chairs
Vance Spouses' Club

VSC Holiday Marketplace
PO Box 5803
Enid, OK 73702
holidaymarketplaceenid@gmail.com

THE VSC IS A PRIVATE NON-PROFIT ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

Vance Spouses' Club

2023 Holiday Marketplace Policies

1. The 2023 Holiday Marketplace will be held on Saturday, November 11, 2023 at the Chisholm Trail Expo Center, located at 111 West Purdue, Enid, OK. Sale hours are from 9 a.m. to 4 p.m.
2. Set up hours for vendors are 4–8 p.m. on Friday, November, 10. Saturday morning set up is available on an as needed basis. Please contact the Holiday Marketplace Chair if Saturday set up will be needed for your situation. No loading or unloading will be permitted through the front entrance doors or through the foyer area. You can drive your car into the Expo Center to unload during setup hours on Friday, but please bring handcarts, dollies, etc., to assist you in setting up.
3. Indoor booth spaces measure 10'x10' for a standard space.
 - Early Registration (\$90) must be postmarked by **September 8, 2023.**
 - Regular Registration (\$100) must be postmarked by **October 6, 2023.**
 - Late registration (\$110) must be postmarked by **November 1, 2023.**An additional \$15.00 will be added to the registration fee for a premium space (corner booth). Both premium booths and booths with electrical outlets (\$10 additional) are limited and will be reserved in the order in which completed registration forms and applicable fees are received. There are a limited number of tables/chairs available - \$20 for a table, \$10 for two chairs. The VSC is not able to provide partitions. Indicate your request on the registration form and include the extra fees. A military discount is available. Please make your check or money order payable to **VSC HMP Fundraiser**.
4. Booths will be reserved in the order in which completed registration forms and applicable fees are received. **The 2023 Holiday Marketplace will be located in the Pavilion Trade Show Area.** We will attempt to fulfill all requests; however, we cannot guarantee specific booths. We will also not be able to make changes in booth assignments the day of the marketplace.
5. Participation in this event is subject to receipt of all required paperwork and fees, including: a completed Registration Form, payment of rental fees (**Vendor will be responsible for all returned/insufficient fund fees incurred if checks do not clear**), a signed and dated Disclaimer of Liability, the signed Vendor's Statement of Tax Responsibility form, and photographs of a variety of your work (photos can be emailed). Photographs will be used for marketing purposes and will serve to highlight businesses prior to the event. You will receive a confirmation of your registration via email or phone call within a few business days. Incomplete registration forms will not be accepted.
6. All cancellations must be received in writing by October 17. There will be no refunds for cancellations received after that date. Vendors may not sublet or re-lease their space.
7. Maps, flyers, and other marketing materials will be provided on the VSC website for vendors to distribute.
8. All merchandise must be in good taste. Nudes, profanity, obscenity or objectionable materials will not be displayed.
9. The vendor assumes all responsibility for complying with tax and licensing laws.
10. Food and drinks will be sold by the Expo Center Concession stands only. Exhibitors may bring their own food and nonalcoholic drinks for personal consumption only. Prepackaged food items are permitted for sale.
11. No smoking is permitted in the Expo Center or near any entrance or exit.
12. Vendors will be responsible for removing their booth and cleaning their area by 8 p.m. on Saturday. Vendors will be charged a fee of \$5.00/minute past 8 p.m. **Vendors may not tear down their display before 4:01 p.m.**

The VSC reserves the right to remove a vendor for any violation of this policy

Vance Spouses' Club

2023 Holiday Marketplace Vendor Application

Client Information:

Name: _____

Email: _____

Business Name: _____

Description of products sold: _____

Address: _____

City, State, Zip Code: _____

Are you a returning vendor? Yes _____ No _____

Phone Number: _____

From which year(s)? _____

Booth Information:

	Fee	Quantity	Total
Early Registration (before 9/8)	\$90	X _____	= \$ _____
Regular Registration (9/9-10/6)	\$100	X _____	= \$ _____
Late Registration (after 11/1)	\$110	X _____	= \$ _____
110 V Electrical	\$10	X _____	= \$ _____
Premium Booth (Corner)	\$15	X _____	= \$ _____
Table	\$20	X _____	= \$ _____
Chairs (2)	\$10	X _____	= \$ _____
Military Discount	\$15 discount	X _____	= \$ - _____
Total Enclosed			\$ _____

Additional Information:

I give permission for VSC to take pictures of my booth and to use any media coverage of my booth at the 2023 Holiday Marketplace.

Sign: _____

Date: _____

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Disclaimer of Liability -- Please read, sign, date & return

It is agreed and understood that the vendor will indemnify the Vance Spouses' Club and/or their assigns, and hold them harmless from and against any claims, damages, actions, liability, and expense in connection with loss of life, personal injury, and/or damage to property arising from or out of the occupancy or use by vendor, of the premises or any part thereof or any part of the Vance Spouses' Club property or occasioned wholly or in part by any act or omission of vendor, its agents, contractors, or employees. The Vance Spouses' Club reserves the right to cancel the Holiday Marketplace at any time without cause. If for any reason the Holiday Marketplace is not held or canceled, the vendor will be refunded the registration fee only. The Vance Spouses' Club reserves the right to remove any vendor for cause. Any vendor may be refused the right to display or sell merchandise deemed objectionable or unacceptable to the theme of the Holiday Marketplace.

The undersigned hereby acknowledges that the Vance Spouses' Club at Vance (a private organization not attached to or affiliated with the USAF or DOD) or the United States Department of Defense, USAF or any of its agents or instrumentalities shall not be liable or responsible for and shall be saved and held harmless by the undersigned, its contractors, agents or employees from and against any and all claims and damages of every kind for injury to or death of any person or persons, and for damage to or loss of property, whether or not caused by the negligence of the Vance Spouses' Club at Vance, or the United States Department of Defense, United States Air Force, or any of its agents and instrumentalities arising from or attributing directly or indirectly, to the operation or events conducted by the Vance Spouses' Club, of which the undersigned is a participant.

Signature

Name Printed

Date

Please mail this form and fees to: Vance Spouses' Club
Attn: Holiday Marketplace 2023
PO Box 5803, Enid, OK 73702
Email: holidaymarketplaceenid@gmail.com



Vendor's Statement of Tax Responsibility from Sales

At the VSC's Holiday Marketplace 2023

I understand and agree that all gross sales must be reported to the State of Oklahoma and all gross sales are subject to a State Sales tax. I further understand and agree that I am responsible for payment of all State and Federal taxes.

The Vance Spouses' Club is not responsible for the collection or payment of any and all taxes incurred by the vendors attending the 2023 VSC Holiday Marketplace on November 11, 2023. If I, (The Vendor) fail to report gross sales and do not pay the State sales tax, I am personally liable for all taxes, fees and penalties the State of Oklahoma may assess.

Owner's Name (printed)

Owner's Signature

Business Name

Business Address and Phone Number

Date

Tax ID Number: _____

Check if Direct sales/Multi-Level: