



Dear Vendors,

The date for our Holiday Marketplace is drawing closer, and we are so excited to welcome both new and many returning vendors this year! This event could not happen without you, and we appreciate you all so much. This year we are anticipating a wonderful and memorable day for everyone involved. This packet of information is written to give you the tools you need to make this a successful event. Please make sure to note the day-before/day-of set-up instructions to help make the check-in process easier for you.

Finally, if you have a Facebook account or other social media, please share our event with all your friends and family. I will also include a copy of our digital flier and vendor list for the Marketplace to allow you to advertise as you please. We want to make sure that the day is filled with shoppers for you and your business!

If you have any questions regarding this information, be sure to reach out to us at HolidayMarketplaceEnid@gmail.com.

We look forward to seeing you all soon!

NeAnne Clinton
2023 Holiday Marketplace Chair
Vance Spouses' Club



General Event Information

Marketplace Date and Time:	November 11, 2023 from 9:00 a.m. to 4:00 p.m.
Location:	Chisholm Trail Expo Center 111 West Purdue Enid, OK 73703
Exhibit Hall:	Pavilion Trade Show Area
Attendee Admission:	We are requesting a \$1 entry fee donation or non-perishable food item that will be donated to a local food shelter.
Point of Contact:	NeAnne Clinton HolidayMarketplaceEnid@gmail.com 702-324-1570
Vendor Set-Up Dates/Hours:	Friday, November 10, 4:00 p.m. to 8:00 p.m. (Drive in Access allowed from 4:00 p.m. to 6:30 p.m. only) Saturday November 11, 6:30 a.m. to 8:30 a.m.
Vendor Wifi and Password:	Network: Vendor Network Password: expocenter2019

Vendor Set-Up Instructions

Please check in with our Vendor Check-in Manager upon arrival to get your booth placement and any other materials needed. We will have the booths taped out but will **not** be providing any backdrops or dividers between booth spaces.

No loading or unloading will be permitted through the front entrance doors or through the foyer area. You will be able to drive your car up to the Expo Center to unload during the hours of 4:00 p.m and 6:30 p.m. on Friday, but please bring handcarts, dollies, etc., to assist you in setting up. If you reserved an electrical space booth we will have electrical hookups available in your booth but extension cords are recommended to ensure you have enough length to reach your desired location. You can leave your booth overnight and we will lock the building down.



For Saturday set-up, load in begins at 6:30 a.m. All vendors must complete their set-up NO LATER than 8:30 a.m. Vendors not in the process of setting up by 7:45 a.m. Saturday morning will be considered “not present,” and a vendor from our waiting list will take over the booth space. All vendors are required to be at their booths at 9:00 a.m. for the official start of the Holiday Marketplace.

Take-Down Instructions

Take down happens between 4:01 p.m. – 7:00 p.m. on Saturday. Vendors will be charged \$5.00/minute past 7:00 p.m. Take down must **not** occur prior to 4:00 p.m.

Marketing Materials

Maps, flyers, and other marketing materials will be provided on the VSC website for vendors to distribute.

Facebook page: <https://www.facebook.com/VSCHolidayMarketPlace/>

Website: <https://vancespousesclub.wildapricot.org/Holiday-Marketplace>

You are welcome to distribute fliers to help advertise for the event (attached). On the day of the event please take pictures and use our hashtag! #vsholidaymarketplace

Food and Drink

Food and drinks will be sold by a few vendors this year as a fundraiser. Exhibitors may bring their own food and nonalcoholic drinks for personal consumption only. Prepackaged food items are permitted for sale. If you are selling any food, it **MUST** be pre-packaged.

Oklahoma State Sales Tax

Your information has been sent to the Oklahoma State Tax Commission. They should be reaching out to you with more information regarding sales tax requirements. This is your reminder that **vendors** are responsible for filing and paying taxes on any income received from participating at the Holiday Marketplace. Note that the local sales tax rate is 9.1%.



Additional Information:

- **No smoking** is permitted in the Expo Center or near any entrance or exit.
- Vendors may not sublet or re-lease their space.
- The vendor assumes all responsibility for complying with tax and licensing laws.
- All merchandise must be in good taste. Nudes, profanity, obscenity or objectionable materials will not be displayed.
- Animals are not permitted at the event center, in the event you have a service animal, please ensure it is on a leash **AT ALL TIMES**.
- We will have floaters (volunteers) available to give bathroom breaks for vendors on occasion.
- Volunteers will be in a VSC T-Shirt, apron and/or a Santa Hat so you can easily find someone to help!
- Take pictures and post to social media!
- Santa Claus will be at the event from 10 a.m. - 2 p.m.
- There will be a Vance Spouses' Club Bake Sale going on from 9 a.m. – 4 p.m.