



Dear Vendor,

A tradition in the Wiregrass area for over 30 years, The Fort Rucker Community Spouses' Club (FRCSC) will sponsor their annual *Hollyday Mart* on November 5th from 9:00 AM to 5:00 PM. The FRCSC *Hollyday Mart* will take place at the Enterprise Civic Center

We hope, with your help, this move will be a huge success! We had over 140 Vendors and with aggressive advertising had huge crowds of shoppers! We will have different types of entertainment this year which will bring more shoppers. The FRCSC *Hollyday Mart* Committee looks forward to another successful event this year!

As always, the proceeds from the FRCSC *Hollyday Mart* will go to various charities and scholarships on Fort Rucker and the Wiregrass area. Once again, the FRCSC will be charging the public an entry fee of \$2.00 & 2 canned food equivalent, per person. All food donations will be going to The Fort Rucker Army Community Services Food Locker to support our military families in need.

The FRCSC *Hollyday Mart* desires a great variety of arts, crafts, antiques & more. The planning committee reserves the right to limit the number of vendors with similar products. Please send two photographs of your product and provide a detailed description of them on the enclosed application form. (Photos and written descriptions of products become the property of the FRCSC.) Photos and descriptions help the committee place vendor booths accordingly. Applications must be completed and returned to the address below, no later than **September 15, 2011**. Please make checks payable to the Fort Rucker Community Spouses' Club. Applications postmarked after September 15, 2011 will be placed on a waiting list for space as it becomes available. Email confirmation will be sent to you confirming your space at the *Hollyday Mart*.

For the convenience of vendors and guests, various foods and beverages will be available for purchase during the event. The FRCSC *Hollyday Mart* promises to be a gala event in celebration of the Holiday Season throughout the Wiregrass area. We hope to see both old and new friends at this year's extravaganza! Please see the VENDOR CONTRACT for all details regarding space rentals. If you have any questions please call Erica Geranen @ (918) 407-7136.

Sincerely,

**Fort Rucker Community Spouses' Club**

***Hollyday Mart Committee***

www.ftruckeresc.com

Reply to:

Erica Geranen

36 Logan St

Ft. Rucker, AL 36362

(918) 407-7136 (Cell)

Email: HollydayMart@gmail.com ( Subject: Hollyday Mart)



### VENDOR CONTRACT

1. The Fort Rucker Community Spouses' Club (FRCSC) Hollyday Mart will be held on Saturday, November 5th, 2011 at Enterprise Civic Center, 2041 Neil Metcalf RD, Enterprise, AL 36330, from 9:00 AM until 5:00 PM.
2. Spaces Description/Prices - Inside & Spaces\*\* Available – Outside Spaces DO NOT Have Electricity Each vendor is limited to a maximum of two spaces. 10' x 5' Space No Electricity - \$30 , 10' x 10' Space No Electricity - \$50, 10' x 10' Space w/Electricity (Limited number available – INSIDE Only) - \$65\*  
\*Due to a limited number of spaces with electricity, they are available on a first come first serve basis. If space with electricity is unavailable upon receipt of your application, a refund of \$15 will be returned to the vendor the day of the Hollyday Mart. THIS YEAR ONLY ONE "TABLE" PER VENDOR IS ALLOWED. HOWEVER RACKS, CRATES, ROUNDERS, ETC ARE ALLOWED. THIS IS PER ENTERPRISE FIRE DEPT. RULES & REGULATIONS. \*\*No Refunds due to inclement weather.\*\*
3. If the vendor withdraws from the FRCSC Hollyday Mart, a refund will be given to the vendor only if the FRCSC Hollyday Mart Committee resells the space(s) to another vendor. \*\*\*No shows will not be refunded.\*\*\*
4. Vendors are prohibited from reselling or subleasing assigned spaces.
5. Vendors buying from one vendor and re-selling the item(s) in their own booth will be prohibited from participating in future events sponsored by the Fort Rucker Community Spouses' Club.
6. The FRCSC Hollyday Mart will provide one electrical outlet to vendors who purchase a booth with electricity. Vendors purchasing electricity will only be able to plug in three (3) extension cords per outlet.
7. Each vendor is asked to donate one (1) item for the FRCSC Hollyday Mart Silent Auction.
8. Vendors are responsible for off-loading, setting up, dismantling and reloading their materials and equipment. Vendors must clean their space(s) and remove all garbage to designated dumpsters at the close of the event
9. Vendors will provide their own table, chairs, and change funds for their space(s).
10. The FRCSC Hollyday Mart Committee will allow vendors to sell Jams, Oils or any other food item that cannot be consumed at the Hollyday Mart. Examples of what cannot be sold by the vendors are, but not limited to, popcorn, pickles, sandwiches, ice cream...
11. The FRCSC Hollyday Mart Committee will allow "Home Consultant Businesses" to sell individual items as well as Gift Baskets. However, "Home Consultant Businesses" will be limited to one vendor per type business on a first-come-first-serve basis.
12. VENDORS MAY NOT BREAK DOWN their booth(s) prior to the close of the Hollyday Mart as a courtesy to those customers still shopping. Vendors breaking down their booth(s) prior to the close of business may be prohibited from participating in future events sponsored by the FRCSC.
13. The FRCSC Hollyday Mart is not responsible for any lost or stolen items. The FRCSC, the U.S. GOVERNMENT and Enterprise Civic Center cannot be held responsible for theft or accident that results in loss of property or injury.
14. Vendor set up is Friday November 4th from 12:00 PM to 4:00 PM and Saturday morning, November 5th starting at 7 AM. All booth set-ups must be complete by 8:30 AM on Saturday, November 5th. Short vendor meeting will be held at 8:30 AM
15. The FRCSC Hollyday Mart reserves the right to limit the number of vendors selling similar items. The FRCSC Hollyday Mart committee reserves the right to reject and return any application without explanation.
16. Please make Checks Payable to the Fort Rucker Community Spouses' Club.
17. Email confirmation will be sent to confirm vendor space at the FRCSC Hollyday Mart. Additionally, a diagram of the Civic Center & your vendor entrance and booth location will be provided to you via email approximately one week prior to the Hollyday Mart.
18. A \$30 service fee will be charged for all returned checks.
19. Vendors WILL need a special event/business license from the city.
20. Signing and returning the application confirms you have read and agree to the above stated contract.



Event Date: November 5th, 2011

Name of Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone(s): Home: \_\_\_\_\_ Cell/Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of items to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Space Description & Pricing

10' x 5' Space No Electricity - \$30 # of Spaces \_\_\_\_\_ , 10' x 10' Space No Electricity - \$50 # of Spaces \_\_\_\_\_

10' x 10' Space w/Electricity (Limited number available) - \$65\* # of Spaces \_\_\_\_\_

\*Due to a limited number of spaces with electricity, they are available on a first come first serve basis. If space is unavailable upon receipt of your application, a refund of \$15 will be returned to the vendor the day of the Hollyday Mart.

\*\*Each vendor is only allowed one table per Enterprise fire code regs. (max of 100 tables in civic center)\*\*

\*\*\*Each vendor will need a business or special events license from the City of Enterprise\*\*\*

Total Amount Enclosed \$ \_\_\_\_\_

I will set up Friday evening: \_\_\_\_\_ I will set up Saturday morning: \_\_\_\_\_

List (Print) your helpers name's the day of the show (2 Per Vendor):

1. \_\_\_\_\_ 2. \_\_\_\_\_

Checks returned for non-sufficient funds will be subject to a \$30.00 returned check charge. I have read and agree to the vendor contract provided \_\_\_\_\_ Signature and Date

\*Please return this form with booth fee(s) and photographs of products NLT September 15th, 2011 to:  
Erica Geranen 36 Logan St Ft. Rucker, AL 36362 (918) 407-7136 (Cell)