

1st Annual Ho-Ho-Holiday Market

West Liberty Community Center * 1204 N Calhoun St, West Liberty

Saturday, December 4th, 2021 * 10:00 AM – 3:00 PM

Set-up begins at 8 AM * Clean Up not to start before 3 PM

SPACE RENTAL:

- 8' wide x 6' deep - \$20 per space for Chamber members, \$25 per space for non-Chamber members
- 10' wide x 10' deep - \$30 per space for Chamber members, \$40 per space for non-Chamber members

Bring your own tables and chairs

SEND RESERVATION & PAYMENT TO:

West Liberty Chamber of Commerce, PO Box 350 West Liberty, IA 52776

QUESTIONS:

Call Melissa at 319-627-4876 or e-mail: chamber@westlibertyiowa.com

Reservations will be confirmed via email upon receipt

(PLEASE PRINT LEGIBLY – ILLEGIBLE APPLICATIONS WILL BE REJECTED)

Name of Business _____

Name of individual(s) _____ Telephone # _____

Address _____ State _____ Zip Code _____

E-mail Address _____

Type of craft/product _____

Size and Number of spaces _____ Total remittance \$ _____

Item(s) I will be donating for the raffle: _____

Please be sure to read additional information below

Reservations

Spaces will be filled on a first-come, first-serve basis. Payment must be included with registration form in order for us to reserve a space for you.

Spaces

Spaces are limited! Available booth sizes are 10' x 10' OR 8' wide x 6' deep. Tables, chairs, displays and products **must** fit within this space. If you need additional space (such as to get in and out of your booth or for additional tables) you will want to reserve more than one space.

We do not provide tables and chairs. Please bring your own.

Please make sure all tables, chairs, and displays have rubber tips to prevent damage to the floor.

Special Requests

Special Requests will be honored when possible. Electricity is limited and will be provided on a first-come, first-serve basis. Please bring your own drop cords. Special requests **must** be listed on your reservation form.

Cancellations

Refunds will only be given if a replacement from our waiting list is able to take your space OR if we are forced to cancel the show.

Raffle

We are asking vendors to donate products or gift certificates for the raffle. You may donate a single item, multiple items or perhaps a gift basket with several smaller items – the choice is yours! Each item will be lined up on a table with a bucket in front of it. Customers purchasing raffle tickets will put them in any bucket(s) they choose based on the item(s) they would like to win. We will start drawing for winners around 2:00 with one winner being drawn from each bucket. Winners do not need to be present at the time of the drawing. Please indicate what item(s) you will be donating on your registration sheet. This will help us know how much table space we will need to display the items. Don't forget to attach a business card or some other identification so that customers know who donated each item, who to contact if they want more, and also to increase advertising for your business. The profits from the raffle go towards a scholarship fund for one or more West Liberty High School senior and towards helping the Chamber with various community projects.

Home Based Businesses

- One vendor from each home-based national business will be allowed. (Ex: Scentsy, Mary Kay, Pampered Chef, etc.) Vendors who are existing Chamber members will be given until **Monday November 1st** to reserve their space. After that date, the space will be available to a non-Chamber member vendor. Reservations will be taken on a first-come, first-serve basis. If 2 reservations are postmarked the same day, and neither is an existing (or new) Chamber member, a drawing will be held to determine which vendor from your company will be given the space. The other will be put on a waiting list. Vendors will not be considered registered without payment.
- If a vendor registers and is then no longer able to come, please contact the Chamber at 319-627-4876 or chamber@westlibertyiowa.com as soon as possible. We will then contact the next vendor from your company on the waiting list. Please **DO NOT** find your own replacement as that is unfair to those on the waiting list. Interested replacements may call or email to be added to the waiting list.

Advertising

We will advertise the show in area newspapers. We also maintain a Facebook page (West Liberty Chamber of Commerce) and will create an event there. We ask that you post pictures and descriptions of items you sell and share the event on your own social media accounts. Showing customers what you have to offer is always a draw and helps get more people in the door.