

# Vendor Agreement

Thank you for your interest in the Queen Bee Market! We are excited for your willingness to make the Queen Bee a modern and fresh handmade and vintage market focused on carefully curated quality over quantity. We do not accept direct marketing vendors or entirely non-handmade /hand-designed booths. We have a 50% policy for non-handmade products (with the exception of vintage items). Please contact us to discuss this further if you fall into this category.

Upon review of your application and acceptance to the Queen Bee Market, vendors agree to the following:

**BOOTHS:** In all cases booth sizes include the area for you to stand, as well as any product or displays you place on the floor. Everything must be in the space! The booth fee and a \$25 application fee (new vendors only) are NON-REFUNDABLE. You will be prompted to pay the booth fee upon acceptance.

**DISPLAY & SET UP:** Set-up times will be received in future emails. Displays **MUST BE COMPLETE** by the time indicated in emails. Breakdown will follow at the end of the show and **MUST BE COMPLETE** by 1 1/2 hours after the end of the show. There will be a \$50 charge to breakdown any displays that are remaining. As a vendor, you are responsible for the necessary items for your space: walls, tables, table cloths, mirrors, extension cords, décor, tables etc.

As you receive emails from now until the show, you will see there will be a heavy emphasis on creating a beautiful, free-standing, enclosed booth space. **WE REQUIRE THAT BOOTHS HAVE A BACK "WALL" (MATERIAL OF YOUR CHOICE)** and highly encourage side walls also.

Vendors are required to man their booth throughout the duration of the show. Vendors will process all transactions at their individual booths. Queen Bee Market is not responsible for lost, stolen, or damaged items.

The Queen Bee Market will do extensive advertising, but we also ask that you do advertising of your own via your blog, website, Twitter, Facebook, Instagram, etc. Social networking has been vital to the growth of the market, so please spread the word! More specific information will be sent after acceptance to the show.

While we will do our best to have WiFi, we cannot guarantee that it will be available or functioning correctly. Please have an alternate method ready (mobile hotspot, etc) to take credit card payments.

Please note- documents created for the Queen Bee Market are private property. Information is intended for vendors use only, specific to our Market, and not to be used elsewhere. Legal action will be taken if necessary to protect the integrity of the show.

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