



First Friday: a Wabash Marketplace event

## **Vendor Handbook First Friday Wabash**

### **General Information:**

First Friday Wabash, is sponsored by Wabash Marketplace, Inc. Booths will be assigned on Miami Street and/or northside of City Hall. Vendors may request permission to be located at a downtown business. All booth space is outdoors. Applications are subject to First Friday committee approval and availability. Space is limited to a first come, first serve basis.

**Date:** Each First Friday                      **Time:** 5 - 8 pm                      **Cost:** \$25\*

**Application Deadline:** Due by 8 am the Friday prior to First Friday (i.e. 7 days in advance). Late applications cannot be guaranteed marketing exposure. Non-accepted applicants will receive a 100% refund of booth fees with notice of rejection.

**Set-up/Tear Down:** Vendors must be present at their booth for the entire market. Set up begins at 3 pm and must be completed by 5 pm. No booth can be torn down before 8 pm. Tear down must be completed by 9 pm. Vendor shall be liable for delivery, handling, assembly and removal of his/her own displays and materials. All displays, merchandise and equipment must be contained within the assigned booth space. Vendor agrees to exercise the utmost care in the use of the facilities and properties at First Friday. Wabash Marketplace, Inc. shall not be responsible for storage or safekeeping of property.

**Booth Spaces:** Booth locations will be assigned by First Friday committee at its sole discretion. Booths will be assigned on Miami Street and/or northside of City Hall. All booth space is outdoors. Booth spaces are 10x10. Vendors may request permission to be located at a downtown business. Electricity is not provided. All pertinent Fire Codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety must be strictly obeyed. Vendor will be required to have any and all business licenses, permits and requisite insurance that are needed for his/her operation. Vendors are responsible for legal sales and collection of proper sales tax.



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**Booth Fee\*:** Each 10x10 booth costs \$25. Wabash Marketplace Members may receive in-kind booth space. The booth fee is also waived for food vendors; see below.

**Insurance:** If desired by the Vendor, insurance can be obtained at the Vendor's own expense. The First Friday Committee assumes no risk and, by acceptance of this agreement, the Vendor expressly releases First Friday, Wabash Marketplace, Inc. and the City of Wabash and all of its representatives of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said booth space by the Vendor, and agrees to hold and save the First Friday Committee and all of its representatives harmless of any loss or damage by reason thereof.

**Refund:** There are no refunds, rain checks or extended show dates due to inclement weather. First Friday will not be liable for refunds for any other causes beyond First Friday control.

**Food Vendors:** Booth spaces cost \$25\*, except for food vendors. Anyone selling food is required to pay for a health permit from the Health Department. Therefore, First Friday will waive the cost of booth spaces. Food vendors must partner with a downtown business to receive permission to set up at a specific business.

Wabash County Health Department  
89 W Hill St Wabash, IN 46992  
(260) 563-0661 x 1249  
Fax: (260) 563-6082  
Office Hours: 8:00 a.m. - 4:00 p.m. Monday-Friday  
Website: [health.wabashcounty85.us](http://health.wabashcounty85.us)

**Contact:**

Wabash Marketplace  
99 W Canal St, Wabash, IN 46992  
(260)563-0975  
[info@WabashMarketplace.org](mailto:info@WabashMarketplace.org)



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## Vendor Application

**Application Deadline:** Due by 8 am the Friday prior to First Friday (i.e. 7 days in advance). Late applications cannot be guaranteed marketing exposure. Non-accepted applicants will receive a 100% refund of booth fees with notice of rejection. All First Friday Vendor Applications are subject to First Friday committee approval and availability. Space is limited to a first come, first serve basis.

**\*\*Please type or print clearly\*\***

### **Vendor Information:**

Name: \_\_\_\_\_

Booth Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Description of booth:**

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

### **Indicate Month(s):**

February      March      April      May      June      July

August      September      October      November      December

**Payment:** Single Booth (10' x 10') @ \$25.00 x # \_\_\_\_\_ of months    TOTAL \$ \_\_\_\_\_

PLEASE INVOICE ME \_\_\_\_\_    PAYING BY: CHECK \_\_\_\_\_ CASH \_\_\_\_\_ ONLINE \_\_\_\_\_

**Make checks payable to:** Wabash Marketplace

**By signing below, I accept the terms of the First Friday Vendor Handbook.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_