

2023 MERCHANTS' ATTIC VENDOR APPLICATION
SATURDAY, FEBRUARY 18, 2023; 10 AM - 2 PM
CAPE HENLOPEN HIGH SCHOOL GYMNASIUM

To apply for vendor space, complete this application & return to the Rehoboth Beach-Dewey Beach Chamber of Commerce, P.O. Box 216, Rehoboth Beach, DE 19971 c/o Kate VanVorst.

Application submission does not guarantee acceptance.

Show Date/ Time:

- Date: Saturday, February 18, 2023
- Vendor Set-Up: 8:00 AM—10:00 AM
- Show Open to Public: 10:00 AM—2:00 PM
- Vendor Break Down 2:00 PM—4:00 PM

Vendor Space Information:

- Vendor Fee:
 - \$90.00/ 10 ft. wide x 10 ft. long space, includes one (1) 8 ft. table and one (1) folding chair. Additional tables may be rented at a rate of \$10.00/ 8 ft. table & \$5.00/ folding chair.
 - \$75/ 10 ft. wide x 10 ft. long space—NO TABLE & CHAIR INCLUDED—VENDOR RESPONSIBLE FOR TABLES/ CHAIRS.
- **Application submission does not guarantee acceptance.**
- Electricity is not provided.
- Tents, canopies and tent frames are not permitted.
- Maximum of 100 vendors will be accepted.
- See full show rules and regulations on page 2.

Items Permitted for Sale:

- Only items pre-approved by the Rehoboth Beach—Dewey Beach Chamber of Commerce (RBDBCC) are permitted for sale/ display at booth space.
- No weapons (i.e. knives, guns, explosives, etc.), pharmaceutical products, and/ or obscene merchandise (i.e. videos, printed product—magazines, old newspapers, etc.) are permitted for sale.
- New retail/ commercial merchandise may be sold by RBDBCC members ONLY; this includes “Home Party Vendors” i.e. LuLaRoe, Scentsy, Thirty-One, etc. “Home Party Vendor” acceptance will be limited.
- RBDBCC has the authority to request the removal of unapproved merchandise from a booth space at any point during the show.

Please provide clear and accurate information. ALL correspondence will be sent via email to vendors if provided.

Contact Name: _____ Business Name: _____

Address: _____

Phone Number: _____ Email: _____

Product Category (check all that apply): Antiques/ Collectibles Second Hand Household Handmade Items
 Excess Retail/ Commercial Merchandise—RBDBCC Member ONLY Other _____

Product Description: _____

FEES/ PAYMENT INFORMATION:

_____ X \$90.00/ Space + _____ Additional Tables X \$10.00/ Table + _____ Additional Chairs X \$5.00/ Chair
= \$ _____ Total Due/ Enclosed OR

_____ X \$75.00/ Space (VENDOR BRINGING TABLES/ CHAIRS) = \$ _____ Total Due/ Enclosed

Payment method: Check (Enclosed w/ Application)

Credit Card (If Selected Payment Instructions will be Provided Once Accepted into Show)

NOTE: Full payment is required prior to space assignment. Checks received with submitted applications will be cashed AFTER notification of vendor acceptance. Checks will be returned in the event of non-acceptance.

Returned checks will be subject to a \$35.00 fee. Credit card payments will be accepted after acceptance notification ONLY.

Continue to Show Rules & Regulations and Waiver of Liability on page 2. Both pages of the vendor application **MUST** be submitted with signature to be considered for acceptance.

Show Rules & Regulations:

- Application submission does not guarantee acceptance.
- Priority acceptance will be given to RBDBCC business members.
- Returning vendors are NOT guaranteed the same booth space as prior years.
- Vendor space assignments and vendor map will be posted to the Merchants' Attic webpage on the Chamber's website: beach-fun.com by 5 PM on February 6th.
- Vendors must stay within their 10 ft by 10 ft marked spaces and may not block walkways.
- No open containers of paint or any other liquid allowed.
- All advertising for the event will be handled by the RBDBCC only. Vendors may not place signage on school or any other property.
- Electricity is not provided.
- Tents, canopies and tent frames are not permitted.
- WIFI access may be available but is not guaranteed.
- Only pre-approved, licensed and insured food service vendors are permitted to sell edible items including jams, baked goods, jelly, honey, etc. Food vendors must be members of RBDBCC.
- Only items pre-approved by RBDBCC are permitted for sale/ display at booth space.
- No weapons (i.e. knives, guns, explosives, etc.), pharmaceutical products, and/ or obscene merchandise (i.e. videos, printed product—magazines, old newspapers, etc.) are permitted for sale.
- New retail/ commercial merchandise may be sold by RBDBCC members ONLY; this includes "Home Party Vendors" i.e. LuLaRoe, Scentsy, Thirty-One, etc. "Home Party Vendor" acceptance will be limited.
- RBDBCC has the authority to request the removal of unapproved merchandise from a booth space at any point during the show.
- Vendors who do not comply with the provided rules/ regulations may be denied space at future events.
- Vendors who are a no show without prior notification may be denied space at future events.

Event Set Up & Clean Up Information:

- **Vendor Set Up: 8:00 AM -10:00 AM**
- **Vendor Break Down: 2:00 PM - 4:00 PM.**
- Event doors open to public promptly at 10:00 AM. ONLY vendors are permitted in the venue prior to 10:00 AM.
- Vendors may park in the Cape Henlopen High School parking lot.
- Vendor map will provide specific unloading and loading directions/ location for vendors.
- All vendors are responsible for the set up and break down of their space.
- Dollies and unloading/ loading devices will not be provided.
- Vendors must complete break down and remove any trash/remaining items from the school by 4:00 PM.
- Vendors are responsible for the removal of their trash/remaining merchandise at the end of the event. Unwanted merchandise may not be disposed of on school property.
- NO EARLY BREAK DOWN PERMITTED.
- Failure to abide by set up and break down instructions will be noted and taken into consideration for future show acceptance.

Inclement Weather Policy:

- In the event of a need for cancellation, a decision will be made by RBDBCC one day prior to the event by 12 PM (noon).
- In the event of cancellation, the event will be rescheduled if possible; no refunds will be given.

Waiver: *I (merchant/ vendor) assume all risks associated with participating in the Merchants' Attic including but not limited to merchandise being damaged, broken or stolen; all such risks being known and accepted by me. Having read this waiver and knowing these facts and in consideration of you accepting my entry, I, for myself and anyone entitled to act on my behalf, waiver and release the Rehoboth Beach-Dewey Beach Chamber of Commerce, Cape Henlopen High School, and all sponsors, their representatives and successors, from all liabilities of any kind arising out of my participating in this event even though the liability may arise out of carelessness on the part of the person named in this waiver. I grant permission to all of the foregoing to use any photograph, video, or any other record of this event for any legitimate purpose including event promotion. By signing below I indicate that I have read and understand the provided conditions of this contract:*

Vendor Signature

Date

Both pages of the vendor application **MUST** be submitted with signature to be considered for acceptance. Completed applications including payment should be mailed to: Rehoboth Beach-Dewey Beach Chamber of Commerce, P.O. Box 216, Rehoboth Beach, DE 19971 c/o Kate VanVorst.

Contact Kate VanVorst at kate@beach-fun.com or (302) 227-2233 x11 for more information.

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