



Positively Pewaukee – Holiday Online Shopping Fair October 24th, 2020 – 10:00 a.m. – 2:00 p.m.

Vendor Application and Agreement

Positively Pewaukee is excited to announce our first online sales fair that will feature high quality arts, crafts, and products on October 24th, 2020, from 10:00 a.m. – 2:00 p.m. We invite you to apply to be part of this unique and exciting event! Applying is a two-step process. Please email the below form, and once you are accepted you will be sent a link to fill out more information on your business, pay your fee and begin to build your tile

Our Holiday Online Shopping Fair will provide the opportunity for you, as a Vendor, to have real, live time, face-to-face interaction with customers without having the need to attend an in-person fair or man a physical sales booth. The Holiday Online Shopping Fair is a LIVE Virtual Event featuring an interactive page where customers can see multiple Vendors at a glance. In addition, each Vendor will be provided with an individual “tile booth” portal, similar to an on-site event. Through this “tile booth”:

Event **ATTENDEES** can browse through participating Vendors, look at Vendor photos, chat with a Vendor face-to-face, send messages to a Vendor to ask questions, and go directly to a Vendor website to make a purchase.

EVENT **VENDORS** can personalize your booth with graphics and photos, showcase your products, and chat LIVE with Attendees in a Zoom-like meeting.

TERMS AND AGREEMENTS:

Positively Pewaukee [“PP”] agrees to the Following:

- PP will provide extensive advertising and promotion working hard to bring guests to the event. PP has an email blast list of over 5,000 people, almost 6,000 followers on Facebook, and another 2,000 followers on Twitter and Instagram. All of these individuals will be invited to participate.
- Once a Vendor is approved, PP will collect a one-time \$100 “tile booth” participation fee.
- PP will NOT be taking any percentage of Vendor sales. The only cost to Vendors will be the booth participation fee.
- After the fee is received, PP will provide approved Vendors with the website and password to set up their individual booth.
- PP is only acting as the host of this online event and is in no way responsible for any of the sales – or lack thereof - of any participating Vendor.
- PP will have no involvement with transactions or contact between Vendors and customers.
- PP retains the exclusive right to accept or reject the application of any Vendor.
- PP assumes no risk and by the signing this agreement, the Vendor expressly releases PP from any and all liability in relation to this event.

Each participating Vendor [“Vendor”] agrees to the Following:

- My business has a website, Etsy store, or other online presence that enables event attendees and guests to purchase my items.

- With this application, I will provide my website and/or Etsy store location and two references of fairs/festivals that I have participated in.
- I will be available for the entire length of the event – October 24, 2020 from 10:00 – 2:00 p.m. - in order to be available to chat online with event customers and guests.
- I will be responsible for all sales and payment processing.
- I will ship all merchandise within a timely manner unless other arrangements have been made with the buyer.
- I will clearly state in writing what my return policy is.
- I promise to promote the event through my website, online presence, contacts, and other available methods of advertising.
- Although PP will bring people to the event, I am responsible for attracting event attendees and guests to visit and shop at my booth.
- Once approved, I will provide \$100 payment for participation in the event no later than September 21, 2020, and I understand that this fee is nonrefundable.
- If I am a Vendor selling food or products intended for personal use, I promise that I have attained the necessary licensing and that my product(s) meet applicable state of Wisconsin and federal food safety regulatory standards.

Thank you for your interest in our new event. If you would like to be part of Holiday Online Shopping Fair, please fill out this application and return it to: elaine@positivelypewaukee.com.

PLEASE PRINT CLEARLY

Full Legal Name of Vendor Company or Sole Proprietor:

Name of Vendor [If different than above]:

Name of Vendor/Company Website, Etsy Store Location, or Online Presence:

Vendor/Company Business Address, City, State, Zip Code:

Vendor/Company Business Phone Number:

(_____) _____

Vendor/Company Email:

Name and Dates of TWO Festivals or Fairs that you have previously participated in:

Authorized Signature***

Signature

Date

***My signature indicates that I am authorized to enter into this contract. Upon acceptance of this contract I agree to abide to all terms and conditions contained within.