



2021 DOWNTOWN SPRING SHOP HOP POP-UP BOUTIQUE VENDOR APPLICATION & Information

(Keep this page for your records)

Applications currently being accepted for review include:

- Handmade non-food truck products
- Boutique, unique & antique merchandise
- Products that do not compete with our current permanent downtown merchants

GENERAL INFORMATION

Downtown Spring Shop Hop Details:

Saturday, April 24, 2021, 10 a.m. – 3 p.m.

Application Process:

Pop-Up Boutique Vendors will be accepted until all spaces are full. Vendor spaces are 8 x 10 ft. This is the application, it does not guarantee acceptance. Vendors will be notified of acceptance status within 1-7 business days of us receiving the completed application. Upon receiving acceptance notification, payment is due immediately.

Permitted Use:

We offer an environment of collaboration, not direct competition, so our committee will discuss your “Permitted Use” to make sure your products don’t overlap with current offerings. Although there may be times when products for sale may be similar to those of another vendor, event planners try our best to create a profitable event for all participants.

Operating Hours:

The Downtown Spring Shop Hop is open from 10 a.m. to 3 p.m. on Saturday, April 24, 2021. As a Pop-up Boutique Vendor, you are required to be open for all Spring Shop Hop hours on the day you are approved to operate.

Pop-Up Boutique Vendor Fees:

EARLY REGISTRATION BY March 20, 2020 ~ Vendor fees are \$40.00

AFTER March 20, 2020 ~ Vendor fees are \$55.00

REFUNDS ARE NOT AVAILABLE AS ALL FUNDS ARE COMMITTED TO THE PRODUCTION, PROMOTION, MARKETING & OF THE EVENT.

Set up/Security:

Vendors are responsible for set up and tear down of their own booth. All vendors are also responsible for their own products as well as securing any valuables.

Utilities:

Electricity and water are available in most Pop-up spaces at no charge. Utilities will be metered and charged if determined to be necessary. Gas is not available.

On-Site Food Production:

As a Pop-Up Boutique Vendor, on-site production of food items is not allowed.

2021 DOWNTOWN SPRING SHOP HOP POP-UP BOUTIQUE VENDOR APPLICATION

Name of Business _____

Contact Person _____ Cell Phone _____

Address _____

City/State/Zip _____

Email _____

Please list or describe the merchandise you will be displaying in the SPRING SHOP HOP:

If you have never participated in a Webb City event before, please include photos or a Facebook page to provide more visual information: _____

Booth space fee is 8 x 10 ft. **before April 10** ~ \$40.00 / **after March 10** ~ \$55.00

Makes checks payable to: **City of Webb City**, and mail to: **P.O. Box 287, Webb City, MO 64870**
ATTN: SPRING SHOP HOP

Release Form

I, the undersigned, agree to abide by the Rules and Guidelines as herein stated. I further agree no to hold the City of Webb City or Webb City Chamber of Commerce liable for any personal injury or any loss or damage sustained to equipment and/or merchandise during the operation of the event, setup or dismantling of the Spring Shop Hop to be held in Downtown Webb City, Missouri on April 4, 2020.

Name (please print) _____

Signature _____ Date _____