 **PARTICIPANT APPLICATION**

 **HFC Market Day**

 **Wednesday, November 6, 2019**

 **11:00am – 3:00pm**

 **Student & Culinary Arts Center, Building M**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship to HFC: (Please check one and enter info)**

* Employee; Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Student; Course of Study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Student Club Representative; Name of Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Family member of the employee or student listed below

Name of HFC employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**City,State,Zip**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please fill in the number of tables needed and the total payment due with your application:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Provided*** | ***Qty*** | ***Entry Fee*** | ***Amount*** |
| **One 6’ x 2.5’ Table and two Chairs** | **1** | **$15.00** | **$15.00** |
| Additional Table w/chairs |  | X $10.00 each |  |
| **Total number of tables requested** |  | **Total due**  |  |

**Will you require an electrical outlet \_\_\_\_ Yes \_\_\_\_ No**

**Detailed description of the items you will be selling**

**(Please Note – All items must be handcrafted and/or homemade)**

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

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**As a participant, I have read and agree to the attached Vendor Contract and Information, I understand the Entry Fee is non-refundable. Set up time will be from 9:00am to 11:00am. Henry Ford College or its subsidiaries will not be responsible for any loss or damage to my personal property.**

 **Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Entry Due Date: October 30, 2019.**

**Mail or drop off applications to Cynthia Morris in Office J-114 H, or drop off in science office J-115.**

**Payment accepted: Cash, Check, or Money Order.**

**Please make check or money order out to Henry Ford College.**

***Market Day is presented by the HFC Employee Recognition and Engagement Committee***

Date Application received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Type of Payment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If check or Money Order): Sequence number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HFC Market Day Vendor Contract and Information

1. Market Day is a program sponsored and run by the HFC Employee Recognition and Engagement Committee.
2. The show will be held in the Pavilion area of the Student and Culinary Arts Center. The Committee has reserved the left side of the Pavilion. The right side is reserved for student lunch use.
3. Employees will use personal business or vacation time from their leave banks to cover the hours of participation for Market Day.
4. Vendors are allowed to have friends, coworkers, or family members sell for them, if they are unavailable to work their tables during their work or class hours.
5. Cell service is available within the Pavilion. Vendors should be able to use charge card verification services that utilize cell phones.
6. Entry fee includes one 6-foot table with a white tablecloth and two chairs. Additional tables are $10 each. Vendors may use their own table coverings. If renting two or more tables, Vendors have the option to request blue table skirting (Limited skirting is available, it will be assigned according to date of entry.)
7. Table locations will be assigned by Committee members.
8. Set up time will be from 9am-11am. Show starts promptly at 11am and ends at 3pm.
9. Vendors may use the visitor parking lot in front of Building N to load and unload their items, but they should move their cars to one of the other lots after unloading.
10. Committee members will be monitoring the area during set up and breakdown, but the Vendor is solely responsible for safeguarding their own property. **Henry Ford College or its subsidiaries will not be responsible for any loss or damage to Vendor’s personal property.**
11. The entry and table fees are non-refundable. Fees must be turned in with this application and paid by the deadline or space will not be reserved.
12. **Failure to provide display Space**. In the event the Committee fails to provide display space, or the show is canceled for whatever reason, the Committee will promptly refund all fees collected and the Vendor will accept the return of the entry fee as liquidated damages for all loss or damage suffered by the Vendor from such failure. Vendors must also adhere to all HFC Employee and Student codes of conduct or risk denial of display space.