



Ladies Night Out Vendors **Thursday, April 6, 2023** **Crossroads Pavilion Event Center**

We are excited to invite vendors to be part off our Ladies Night Out. Due to an overwhelming amount of interested vendors last year, this year, we will be doing an application process to determine our vendors. This will help prevent double ups of the same type of vendors and allow for a variety of vendors for our shoppers. We appreciate your understanding and cooperation as we try to make this the best experience for our ladies in attendance. Please see information below and follow the application process to consider for Ladies Night Out 2023.

Booth information

- Booth space is approximately 10' x 8'
- Booth space will be measured out and marked. In respect to other vendors, please keep your items in the designated area
- Booths will NOT be allowed to be moved
- If you are in need of additional space, please note that you may need to have a double booth and pay accordingly

Cost

- 10' x 8' Booth Space - \$30 per space
- One banquet table is included with booth (table will be 8ft or 6ft depending on availability)
- Additional tables available for \$10 each
- Tablecloths are available - \$5 per tablecloth
- Access to electricity is free (limited spaces available, first come-first serve basis)
- Payment is due at the time that the application is approved. You will receive and email from Ashely Nordalh confirming your application. This email will also include any other information about the event, as well as marketing images that you can use to share that you will be a vendor at Ladies Night Out.
- Payment is non-refundable (refunds will be issues ONLY if we need to cancel due to COVID-19 concerns)
- Please make payment to SCDC

Day of the event

- Set up time is 1:00-4:00pm on Wednesday, April 5 or 1:00-4:00pm on Thursday, April 6
- Booths must be ready for business by 5:00pm on Thursday, April 6
- In consideration of the other vendors and those attending, we ask that there are **NO** early tear downs
 - If weather becomes questionable you will be informed by a committee member
- After you have unloaded your items from your vehicle/trailer we ask that you move your vehicle to a parking space, this allows for other vendors to unload/load their items

Applications & Payment

- Please submit the form and pictures below to anordahl@cityofsheldon.com before **March 16th**.
- **Once approved (you will receive an approval email from anordahl@cityofsheldon.com) application payment will be due by March 23rd.**

Contact Person:

- Ashely Nordahl, Chamber Director at 712-324-2813 or anordahl@cityofsheldon.com
- Available Monday-Friday from 8:00am-noon/1:00-4:30pm



Ladies Night Out Vendors
Thursday, April 6, 2023 - 5:30-9:00pm
Crossroads Pavilion Event Center

Application Form

****Please note that we will limit one independent sales consultant per business (ex. only one Pampered Chef consultant).**

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary phone: _____

Email: _____ Website: _____

Tax ID # or temporary ID#: _____

Hand Crafted items only

Independent Consultant

Please list products that you will be bringing to sell at Ladies Night Out:

Do you have a Facebook or Instagram page? Please list those below. (this will help us also share your items before the event)

Facebook: _____

Instagram: _____

Please send 2-3 well lit pictures of items that you will be offering to anordahl@cityofsheldon.com. This will help us in advertising what vendors will be at Ladies Night out.

Number of booths:

_____ Number of booths @ \$30 each = \$ _____

_____ Number of tables, one included additional @ \$10 each = \$ _____

_____ Number of tablecloths @ \$5 each = \$ _____

****Total will need to be paid once application is approved****

_____ I will need access to electricity (these spaces are limited – first come, first serve basis)

Special requests: _____

Committee will take special requests into consideration, however this is not a guarantee.

I understand that this is an APPLICATION. If approved, I will need to pay the application fee before March 23rd to be a vendor at Ladies Night Out.

Applications due by March 16th.