



DOWNTOWN HIGHLAND

Ladies' NIGHT OUT

November 12, 2023, 4-8PM

Join us for a delightful evening featuring delicious dining deals and exclusive shopping offers. A Vendor Market, Photo Booth, and swag bags with a special gift will be stationed at the HVCA. Support local charities with the HWLBA food drive for a chance to win prizes in our raffle. Convenient WOTA transportation is also available for your convenience. Come for the fun, shopping, and giving back!

VENDOR RULES & CONSIDERATIONS

Before you commence, please thoroughly examine the rules and considerations provided. Familiarizing yourself with these guidelines is essential to ensure a smooth and successful event.

SPACE

Vendors will be provided with a space that accommodates a 6'-8' table and two chairs. Additional space is available for an additional charge. Electricity is available and free of charge if indicated on the Vendor Application Form. **TABLE FEES ARE \$25.**

SET UP

Set up is from 2:00-4:00pm, NO EARLY ARRIVALS TO UNLOAD. On the day of the event, you must park across the street at the Highland Elementary School parking lot AFTER unloading your vehicle.

NO UNAUTHORIZED PRODUCT SALES

When filling out your Vendor Application Form you are asked what items you sell. Please bring only items listed on your Application. You may be asked to remove items that have not been approved.

SWAG BAGS

Swag bags (75) are distributed to Ladies' Night attendees. You are welcome to add a coupon, flyer, promotional item, or product sample, although not required. Additions should be turned into the HDDA four days prior to the event. Please email Cathy at highlanddda.events@gmail.com for details.

NEVER LEAVE YOUR TABLE UNATTENDED!

The HDDA is not responsible for missing items or money. If you need to leave your space to use the restroom, please take valuables with you.

NO EARLY PACK UP

Please do not begin packing up your products or elements of your display before the event has completed. The Vendor Market accepts shoppers between 4:00-8:00pm.

REFUND POLICY

There are NO REFUNDS once your application has been accepted. Vendors are expected to be at their table during the event. If you are unable to attend, someone else should be sent in your place to represent your business. A vendor that is a "no show" may be restricted from participating in future events.

HOW TO APPLY

Complete the Vendor Application Form (below) and submit to Cathy Tiderington via;

- Email to highlanddda.events@gmail.com
- Mail to the HDDA, Attn; Cathy Tiderington, 205 W. Livingston, Highland, MI 48357
- Drop off in-person to HVCA at the same address

Upon acceptance, you will be asked to pay a Registration Fee of \$25 online or by mail prior to event.

Vendors will be chosen on a first-come, first-served basis, ensuring a wide range of products at the market.



Highland D.D.A.
205 W. Livingston Road
Highland, Michigan 48357
248-887-7200
www.highlanddda.com

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VENDOR APPLICATION FORM

Before you commence, please thoroughly examine the Rules and Considerations provided. Familiarizing yourself with these guidelines is essential to ensure a smooth and successful event.

Name: _____

Business Name: _____

Type of Products: _____

Phone: _____ Email: _____

Electricity Needed Electricity Not Needed

\$25.00 per Vendor Booth Rental due upon acceptance.

Signature: _____

Please submit this completed form via mail or in-person to HVCA, 205 West Livingston Rd, Highland, MI 48357 or email to Cathy Tiderington at highlanddda.events@gmail.com.