

# **Vendor Agreement GnomeMade Market New Ulm Turner Hall November 6<sup>th</sup>-7<sup>th</sup>, 2020**

1. Vendors may set up between 4 pm and 7 pm on Thursday, November 5th, 2020, or beginning at 7 am on Friday, November 6<sup>th</sup>. Saturday only vendors will be responsible for contacting Turner Hall to confirm additional setup times, or may come in during regular event hours to set up booths. Items must be removed from premises by 6 pm on Saturday, November 7<sup>th</sup>, 2020. Items may remain in the building overnight at the individual discretion of each vendor. Turner Hall has a sensory alarm system throughout the building that will be active during non-business hours.
2. Overnight stays in the building are prohibited.
3. Vehicles may remain parked in the lot overnight, but overnight stays in vehicles are prohibited.
4. Animals are not allowed in the building. The exception to this is service animals, or emotional support animals accompanied by proper documentation.
5. No outside food or beverage is allowed on premises without prior approval from management.
6. Use of non-public spaces such as storage rooms is prohibited.
7. Vendor booths may not block or limit access to emergency exits or office doors.
8. Each vendor will receive one 8' banquet table to display items and two chairs for a rental fee of \$40.
  - a. 1 additional table will be available at a rate of \$30
  - b. Linen tablecloths in your choice of black, white, or ivory will be available at a rate of \$5 each.
9. Hours of the 2020 GnomeMade Market at Turner Hall will be as follows:
  - a. Friday, November 6<sup>th</sup> from 8 am to 5 pm
  - b. Saturday, November 7<sup>th</sup> from 8 am to 5 pm
10. Social distancing setup will be in place with vendor booths spread out to meet the minimum 6 ft. requirement. Space for this event will be limited and will be reserved on a first come, first serve basis.
11. Payment for booth rental, additional tables (if so desired), and table linens (if so desired) will be due at the time of booking. Cash or check only will be accepted. Payments can be made to Turner Hall.
12. Reservation of a space for this event is non-refundable. Vendors only available for a portion of the available hours will be subject to the same rental fees.

I acknowledge with the terms stated above and agree to comply with the above.

**Name(s):** \_\_\_\_\_

**Vendor Booth Name:** \_\_\_\_\_

**Vendor Contact Address:** \_\_\_\_\_

\_\_\_\_\_

**Vendor Contact Phone:** \_\_\_\_\_

**Vendor Contact Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Number of Tables requested \_\_\_\_\_
- Dates of Use:    Friday        Saturday
- I would like a table linen for my table(s): Please circle your preference  
*Black        White        Ivory        No Linen*
- Total Owed: \_\_\_\_\_

**For additional questions, please contact:**

Andrea Boettger, Executive Director  
New Ulm Turner Hall  
[director@newulmturnerhall.com](mailto:director@newulmturnerhall.com)  
507-354-2022

For Office Use Only:

Table Number(s): \_\_\_\_\_

Approved By: \_\_\_\_\_