

Pella Business Women's Club
PO Box 461
Pella, IA 50219



**2016 Molengracht Market
May 4, 5, 6, 7, 2016**

Dear Vendor,

The Molengracht Market will take place at Pella's Molengracht, located ½ block south of the town square. Vendors at the Molengracht Market must sell hand-crafted products and be approved by a jury. We ask that you submit pictures of your products and processes (if possible) by mail or email. The market will be open from 12pm to 8pm Wednesday and 7am to 8pm Thursday, Friday, and Saturday (vendors must be open between 9am and 8pm on Thursday, Friday, and Saturday). Vendor space is limited and available on a first come first serve basis. Therefore, it's best to register early, and feel free to invite fellow vendor friends to register and join you at the show.

Please visit the Pella Business Women's Club website at www.pellabusinesswomen.com for:

- downloading a vendor application
- viewing regulations and rules
- seeing pictures from prior years
- emailing any questions to PellaDutchMarket@gmail.com

Because many visitors use the internet to view the Tulip Time schedule of events from the official Pella Tulip Time website, we are expecting many hits to our Dutch Market page on the Pella Business Women's web site. Therefore, we ask you to consider allowing us to display your business information on our website. Please check the box on the application to permit us to list your business, booth number in the market, and contact information. A link will be available from our site beginning in late May. Don't miss out and be sure to include the website address to your business.

The Pella Business Women Molengracht Market committee looks forward to hosting you and fellow vendors at the 81st annual Tulip Time Festival Molengracht Market in 2016. Submit your registration soon!

Yours sincerely,

Molengracht Market Committee
Pella Business Women's Club



Tulip Time Molengracht Market
Wednesday 12:00 PM – 8:00 PM
Thursday, Friday, & Saturday 9:00 AM - 8:00 PM
Pella's Molengracht



Pella Business Women's Club is presenting an opportunity to vendors of handcrafted items. Crowds for Tulip Time have numbered well over 150,000. Please read and obey the following guidelines.

Vendors:

- Provide a white canopy, display tables, chairs, etc.
- Be prepared for inclement weather. There are no provisions if it should rain. You must anchor your canopy.
- Check-in with the Pella Business Women's Club committee member PRIOR TO setting up.
- Set-up is Wednesday between the hours of 7:00 AM and 12:00 PM and you MAY SELL as soon as you are set up. If you have not set-up by 12:00 PM Wednesday, your space will be forfeited and your entry fee will not be refunded.
- As soon as you are unloaded, all vehicles/trailers must be moved. A 2-hour parking limit will be enforced on Wednesday.
- Parking Information
 - Parking spaces to rent are typically available on a first-come basis assuming there is no funeral.
 - First Christian Reformed Church at the corner of Liberty and West 2nd
 - First Reformed Church at 603 Broadway
 - Second Christian Reformed Church at 609 East 1st
- Vehicles parked on Main, East 1st or Liberty after 12:00 pm Wednesday may be subject to tickets from the City Police.
- Must have Iowa sales tax permit, collect and pay 7% sales tax. Temporary permits will be issued if you do not have one.
- All merchandise must fit within your 12x12 area.
- Remain open Wednesday from 12:00 PM to 8:00 PM, Thursday, Friday and Saturday from 9:00 AM to 8:00 PM. NO EXCEPTIONS. If this rule is not followed, you will not be accepted into next year's Molengracht Market.
- Remove everything from the Molengracht area by 11:00 PM Saturday. NO EXCEPTIONS.

Show Regulations:

- A temporary tax permit (if needed) will be provided.
- Security will be provided Wednesday, Thursday, and Friday nights from 10:00 PM to 7:00 AM.
- You are responsible for any theft or damage.
- Inappropriate language, behavior, or display of undesirable items is not allowed.

Restrictions regarding the Molengracht Market:

- NO electricity will be available.
- NO trailers, stages, or other vehicles are allowed in the Molengracht for product display.
- Fireworks, noisemakers, weapons, and projectile shooters (i.e. marshmallow shooters) may NOT be used or sold.

Pella Business Women's Club is hostess for the Molengracht Market only. It is not responsible or involved in any decisions made by the city regarding other activities that may occur in the area related to the Tulip Time Festivities, such as kids' rides, food, etc.

The committee reserves the right to refuse anyone that cannot abide by the rules. An exhibitor may be asked to leave. This is at the discretion of the committee and the decision is final.

Questions: During Molengracht Market hours, Pella Business Women will have someone available by cell phone at 641-780-4099.

FOR ADMINISTRATIVE PURPOSES ONLY

Date Application Received: _____

Payment Type: _____

Booth Number Assigned: _____

Payment Amount: _____

Pella Business Women's Club * * * Tulip Time Molengracht Market * * * May 4, 5, 6, 7, 2016 * * * Molengracht Market

Name _____	Business _____
Street _____	Phone _____
City, State, Zip _____	Email _____
Website _____	IA Tax # _____

Please note that you must stay within your 12x12 area as well as provide your own white tent and tables. No electricity may be used unless provided by your generator. All generators must follow the parameters listed below³. Booth spaces will be assigned in the order that applications are received. Payment in FULL must be made by check or money order, payable to Pella Business Women's Club. Refunds will be made prior to April 15. If you are unable to attend you may not sell your spot to another vendor.

___ \$200.00 Single Booth (12 X 12)

___ I agree to allow Pella Business Women's Club to list my business, booth number and contact information on their website.²

General Description of Items That Will Be Sold (MUST fill out):

Liability Clause: I have read the Guidelines for the Tulip Time Molengracht Market and agree to abide by them. I will be set up by 12:00 PM Wednesday, May 4, 2016 and will have my booth open for all show hours. I will be solely responsible for liability of my own products. I hereby agree to indemnify and hold harmless the Pella Business Women's Club, the Pella Historical Society, the Tulip Time Steering Committee, the City of Pella, and any and all other personnel connected with the show against any and all demands, liabilities for injury, and loss or damage of merchandise or expenses from any such damages arising from the Molengracht Market.

SIGNED: _____

DATE: _____

²Your business contact information will be available in late May at pellabusinesswomen.com.

Rules and application blanks available at www.pellabusinesswomen.com.
For questions, please email PellaDutchMarket@gmail.com.