

2017 HOLIDAY WALK APPLICATION

W.K. Kellogg Manor House

The W.K. Kellogg Holiday Walk & Market will take place for five weeks starting Black Friday. The Manor House is located at 3700 East Gull Lake Drive, Hickory Corners, MI 49060.

November 24th-25th, December 2nd, 9th, 16th and 23rd.

Proceeds received from the Holiday Walk & Market provide more opportunities for the community to enjoy the valuable gifts given to MSU by W.K. Kellogg; therefore, helping us to continue to share W.K.'s philanthropy and legacy with future generations.

Special room requests will be considered, but are not guaranteed.

APPLICATION REQUIREMENTS:

1. All items on display must be consistent with original application item descriptions or images.
2. Submit photos or a web-link (Facebook, website, or Instagram) of your work.
3. Email, fax or mail applications to:

manorhouse@kbs.msu.edu

269-671-2165

3700 East Gull Lake Drive

Hickory Corners, MI 49060

If submitting online it is not necessary to fill form below.

Business Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Telephone: _____ Cell Phone: _____

E-mail: _____ Web Site: _____

Facebook: _____

Vendor Type: Artist Pet Treats Nursery Stock/Plants Glasswork Pottery

Jewelry Children's Items Other, Specify: _____

Please describe the type(s) of product(s) you wish to sell. Attach a photo as an example of your pieces (KISS: Keep It Super Simple). _____

Is your business a retail establishment? Yes No

If yes, where is it located? _____

Approximate number of items to be sold: _____

Please provide us with a logo (if applicable) or photos and include a brief summary of your business for marketing purposes and to place in your vendor booth during the Walk. Links to your websites will be used in conjunction with your description.

Vendor Agreement:

1. Provide own materials (including tags for barcode stickers), display units, manpower and equipment for set-up and clean-up.
2. Check-in before setting up your station. (timeliness of set-up)
 - a. Check-in dates are October 30, 31, November 1, 2, 3
3. Liability Statement: I agree to release and hold harmless MSU's W.K. Kellogg Manor House staff and volunteers from and against all claims, losses, costs or expenses which I or my partners may sustain while being a participating vendor in the Holiday Walk & Market. I understand that I store my items at my own risk. I agree to abide by the rules and polices set in place by management.
4. Attend Meet the Artist Night to showcase your product(s).
5. Properly complete provided Vendor Inventory Spreadsheet upon vendor approval. Submit all label requests via specified internet method (GoogleDoc).
6. Promote via social media or other platforms where applicable.
7. \$5.00 processing fee deducted from final invoice.
8. I agree to provide goods and/or services for the W. K. Kellogg Manor House 2017 Holiday Walk & Market as arranged by the Holiday Walk Coordinator including a 25% Manor House sales commission (minimum fee \$50).

Once vendors have been selected follow-up paperwork and information will be sent via email.

We appreciate your interest and commitment to the Holiday Walk & Market!

Vendor Affidavits:

I, _____, certify that I am the vendor as described in the application and will only sell those items as described herein.

If signing as a business or a cooperative, I, as the signer of this application and affidavits, have the requisite authority to do so.

I understand and agree that the violation or falsification of any of the items of this affidavit will result in loss of permission to sell any products at the Holiday Walk & Market.

Signature: _____

Printed Name: _____

Date: _____