

## 2018 HOLIDAY MARKET APPLICATION

W.K. Kellogg Manor House

The W.K. Kellogg Holiday Market will take place for five weeks starting Black Friday.

November 23<sup>rd</sup>-24<sup>th</sup>, December 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup>.

The Manor House is located at 3700 East Gull Lake Drive, Hickory Corners, MI 49060.

There are many other events scheduled (teas, lunches, dinners and tours) besides the Holiday Market days. You do not have to be present during the Holiday Market hours of operation.

Proceeds received from the Holiday 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](mailto:manorhouse@kbs.msu.edu)  
269-671-2160  
3700 East Gull Lake Drive  
Hickory Corners, MI 49060

If you are selected, important notes that will be on the contract.

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 29, 30, 31, November 1, 2
3. \$5.00 processing fee deducted from final invoice.
4. I agree to provide goods and/or services for the W. K. Kellogg Manor House 2018 Holiday Market as arranged by the Holiday Market Coordinator including a 25% Manor House sales commission (minimum fee \$50).

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 Categories: Artist Pet Treats Nursery Stock/Plants Glasswork Pottery

Jewelry Children’s Items Food Product

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.

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