

PLY Away 2019 Vendor Application

PLY Away 2019 will be even better than the previous 3 and that's saying something! April 9-13, 2019, smack dab in the middle of the USA (westincrowncenterkansascity.com), spinners from all over the globe will gather to learn, share, enjoy, and spin!

If you're interested in vending, please fill out the following form and submit it by August 1st, 2018. We will do our very best to get answers out by September 1 to everyone who submits. Payment is due by Oct 1st unless other arrangements are made.

Each day will have a 2-hour break from classes to allow for shopping time, and vendors will get a list of materials spinners will likely be looking for based on classes offered. We are also opening the market a bit later each day to make it easier on vendors (not so many hours vending while spinners are in classes and not such early mornings). Our hours will likely be noon-6:30 Thursday and Friday, and 8-3 on Saturday.

Vendor: _____
Contact Name: _____
Website: _____
Address: _____
Email: _____
Phone: _____

Space in PLY Away market

10'x10' space: \$350	\$ _____
Additional 10'x10' space: additional \$350 (email for approval)	\$ _____
Additional 10'x10' space: additional \$400 (email for approval)	\$ _____
Power to your booth \$50 (this is what venue charges us)	\$ _____
	Total: \$ _____

Brief description of products/services to be sold:

Signature (electronic is fine): _____

Please fill out and email this form to jacey@plymagazine.com or mail to PLY Magazine PO Box 3329 Kansas City, KS 66103

Feel free to include up to 3 photos of products and/or previous booths you've vended. If you've vended at PLY Away before, this is not at all necessary.

Description: Each 10'x10' space will contain one 6' table and 2 chairs; other than that, it's your blank space. Please stay within your allotted space and go no higher than 16 feet high. If you need more tables or chairs, you just have to let us know.

Each vendor will have one link on the PLY Away website and in the retreat program.

Eligibility: *PLY Magazine* and its representatives have the sole right to jury and curate the PLY Away market, and their decisions are final. They will also assign vendor space and reserve the right to make changes if needed.

Setup/breakdown: Vendors must complete setup and breakdown of the marketplace in the time allotted and in compliance with the dock schedule. Help will be given when possible, but setup and breakdown are the responsibility of the vendor. Failure to arrive or set up does not waive liability to full fee for the vending space. Vendor must remain set up and open for all the hours of the marketplace. Vendor must remove all trash by end of break-down time.

Refunds: Any vendor that cancels for any reason is entitled to a full refund IF the cancellation is prior to January 1st. If PLY Away is cancelled, vendors will receive full refunds.

Liability: Vendor is liable for any damage caused to facility building, floors, walls, or other property. Vendor's property must be within control of vendor or vendor's agents at all times and neither PLY Away event, *PLY Magazine*, or the facility can be held responsible for damage, theft, or loss of vendor property. Vendor acknowledges that PLY Away, *PLY Magazine*, and its agents do not maintain insurance covering personal injury, damage, destruction, or loss of property for vendors. It's the sole responsibility of the vendor to obtain general liability insurance. Vendor assumes responsibility for compliance with all event rules and ordinances, local, state, and federal, concerning fire, safety, health, and business licenses and permits needed to vend at the event.

Shipping: All shipping must be arranged between vendor and facility.