



## Spring Marketplace 2026

May 2<sup>nd</sup> 10am-2pm

### Vendor Application

ONLY HAND-CRAFTED ARTISANS will be accepted for Millville Marketplace. No resale items will be permitted. Artisans must submit photos with their application to be reviewed and will be selected based on the nature of their craft. A \$35.00 fee will be charged if you are accepted.

***Completed application and photos should be sent to the Town Hall no later than February 27th, 2026— NO EXCEPTIONS*** - via your choice of:

\*Mail – Millville Town Hall, Attention Julie Bradford, 36404 Clubhouse Road, Millville, DE 19967

\*E-mail – [jbradford@mvtown.com](mailto:jbradford@mvtown.com) (recommended) or

\*Drop off in person.

Your application will be submitted to the Town Committee for review and if you are approved, you will receive a confirming email no later than ***March 6th, 2026***. Your \$35.00 fee will then be due within 10 days from receipt of confirmation acceptance or risk losing your space. If you have any questions, call Julie at Town Hall 302-539-0449 or email at [jbradford@mvtown.com](mailto:jbradford@mvtown.com).

#### CONTACT INFORMATION: (please complete all information)

Name of Vendor/Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Website or social media page: \_\_\_\_\_

Description of Craft/Product: \_\_\_\_\_



**Conditions of Contract. Please read, sign and date:**

***Spring Marketplace Vendor Space Information:***

- Vendors will be displaying outside in Evans Park located at 32517 Dukes Drive, Millville, DE. In the event of rain, the marketplace will be moved inside the Community Center and Town Hall. Weather decision will be made by April 30<sup>th</sup>.
- Vendor display space is approximately 10' x 10' area outside, if moved indoors display area will be approximately 8' x 6'.
- It is recommended that a tent be utilized ***WITH APPROPRIATE TIE DOWNS OR WEIGHTS*** in the event of wind. (tents/canopies are permitted for outside use only)
- Vendors must provide their own tables.
- Electricity cannot be guaranteed.
- Vendors are responsible for all licenses that may be required for the sale of their product. All vendors are responsible for the cleaning of their space at the end of the show.

***Vendor Set-Up and Breakdown Information:***

- Millville town staff will be on-site during show hours to answer any questions.
- The Town of Millville is not responsible for lost or stolen items.
- Vendors must remain at their booth space during posted show hours. No early breakdown permitted.
- Specific set-up times and instructions will be e-mailed to accepted vendors prior to the show.
- Vendors will be able to set up starting at 8:00 a.m.
- Vendors displaying outside will be allowed to drive on the field to unload and load only.
- No parking permitted on the field.
- No vehicles are to drive on the paved path at any time.

**Contract Conditions:**

- Notification of acceptance or non-acceptance will be sent to vendor via email no later than March 6th, 2026.
- No-shows without notification may be denied space at future events.
- Limit 1 (one) artist per vendor space. (No sharing of single space)
- Only items pre-approved by the Town of Millville are permitted for sale/display at booth space.
- No knives, guns or other weapons permitted.
- No commercial clothing, jewelry, etc. sales are permitted, only handmade items.
- No open flames. No burning of candles and/or incense.
- The Town of Millville has the authority to request the removal of unapproved merchandise from a vendor space at any time.
- NO refunds for cancellation given after April 20<sup>th</sup>, 2026.

**Waiver:** I assume all risks associated with participating in the Town of Millville ***Spring Marketplace*** including but not limited to merchandise being damaged, broken or stolen, the effects of the weather including rain, wind and temperature, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of accepting this entry, I, for myself and anyone entitled to act on my behalf, waive and release the Town of Millville and all sponsors, their representatives and successors, from all liabilities of any kind arising out of my participating in this event even though the liability may arise out of carelessness on the part of the person named in this waiver. I grant permission to all of the foregoing to use any photograph, motion pictures, or any other record of this event for any legitimate purpose. By signing below, I am indicating that I have read and understand the above conditions of this contract.

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AUTHORIZED SIGNATURE

DATE

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**FOR TOWN USE ONLY**

\_\_\_\_\_ Accepted      \_\_\_\_\_ Denied

DATED: \_\_\_\_\_

