



Thank you for your interest in the Tin Roof Hideaway & Event Center Fall Vendor Fair.

Location: Tin Roof Hideaway & Event Center

Date: Saturday November 9th, 2024

Times: 9am – 3pm

Fees: \$40 for 10X8 booth and 2 table & 2 chairs

#### Application Process:

1. A digital application link will be provided.
2. Filling out the application does not guarantee a space.
3. The application will be reviewed and a spot will be granted based on availability and the products sold.
4. You will receive an email if your application was accepted or denied.
5. If accepted you will be sent a payment link, payment must be received upon the link being sent. Or a check or Money Order can be sent. Payment through the link there will be a \$5 processing fee.
6. If application was denied due to repetitive products you will be placed on a waiting list if payment is not received by previous approved Vendors.
7. Registration will begin August 1st, 2024.

#### Terms & Conditions:

1. Signed Contracts and payments must be received by October 30th, 2024.
2. Checks or Money Orders should be made payable to Tin Roof Hideaway & Event Center.
3. Please send all Paper Contracts, Checks and Money Orders to:
  - a. PO Box 64 Lisbon, Iowa 52253
4. Checks will be deposited upon receipt.
5. Returned checks will have a \$35 fee.

6. Booth assignments will be assigned prior to the show and will be determined by the order in which contracts and payments are received. Every effort will be made to place vendors in an advantageous space, and apart from others selling similar items. Booth space will be approximately 10x8.
7. Each booth will receive 2 tables and 2 chairs. You are welcome to bring additional tables if needed and as long as they fit in your booth.
8. Tables and chairs are property of the Regal Crown, and any intentional damage to property will require payment to the Tin Roof Hideaway & Event Center after damage is assessed. Including but not limited to Table, Chairs, Walls and Flooring.
9. Electricity is available, but limited. Please let us know in advance if you will need it. Extension Cords will NOT be provided.
10. Set Up/ Tear down – Set up will be from 6pm – 8pm Friday November 8th, 2024 or 7am – 9am Saturday November 9th, 2024. If you are setting up on Friday, Tin Roof will not be held responsible for any lost or missing items.
11. Tear down will be done immediately following the Vendor fair on November 9th.
12. Booths must be attended at all times. (This is for the safety and care of your items)
13. Vendors are responsible for their own cash box and all items, products within their booth.
14. Food will be available for purchase, no outside drinks or food will be allowed in the building.
15. This is a first come first serve basis; you must indicate your products to ensure you are exclusive. We will do our best to make sure that you are the only one from the company you represent. In the event this cannot be helped... We will make sure booths are in different areas.
16. Tin Roof Hideaway & Event Center does hold insurance however; Tin Roof Hideaway & Event Center will not be held responsible for accidents or injury during this event.
17. Tin Roof Hideaway & Event Center will not be held responsible for any lost or stolen merchandise or money.
18. Advertising: An advertisement will be placed in the local paper, our website, Facebook, Fliers around town. However, word of mouth is the best advertising of all!!
19. Please promote this to friends and family. If you do have digital

photos of items you will be selling, you may email them to  
TinRoofHideaway@gmail.com for use in our advertising.  
20. Questions should be emailed directly to TinRoofHideaway@gmail.com.