

Applicant Information

Name:		
DBA:		
Phone:	Email:	
Website:		
Address:		
City:	State:	ZIP Code:

Booth Information

Types of items sold (first preference will be given to handcrafted items):

Event Dates

Holiday Market Days

___ Sunday, December 3, 2017 -2pm show

___ Saturday, December 9, 2017 – 2pm show ___ Saturday, December 9, 2017 – 7:30pm show

___ Sunday, December 10, 2017 -2pm show

___ Saturday, December 16, 2017 -2pm show ___ Saturday, December 16, 2017 -7:30pm show

___ Sunday, December 17, 2017 -2pm show ___ Sunday, December 17, 2017 -7:30pm show

Holiday Market Days \$50 each Show / \$80 for same day both shows

(Payment is due Two weeks in advance. Spaces are not confirmed until you receive acknowledgement from Lew Michaels, Facilities and Operations Manager. Due to high demand, vendors may be limited to two Holiday dates.)

Main Stage Market Day:

___ Sunday February 25, 2018

Main Stage Market Days \$40

(Payment is due 2 weeks in advance. Spaces are not confirmed until you receive acknowledgement from Lew Michaels Facilities and Operations Manager.)

Market Days Booth Needs	
Table Needed? ADD \$10 per date ___ Yes Table Linen Needed? ADD \$10 per date ___ Yes Do you need an outlet? ___ Yes (may not be able to accommodate)	
Payment	
Total \$ _____ <i>Make checks payable to Hartford Stage</i>	Name on Card: _____
CC Number: _____	Exp. Date: _____
CV#: _____	Card Zip Code: _____
Cancellation Policy: Tables canceled at least 48 hours in advance will receive a full refund. Tables canceled less than 48 hours prior to the show will not be eligible for a refund. If Hartford Stage has to cancel a show, vendors will be notified and re-scheduled or refunded.	
Signature of applicant: _____	Date: _____

Market Days Policies

Load-in begins at 11:00 a.m., **no earlier**. Set-up must be **completed by 12:00 p.m.** Vendors not set-up by 12:00 p.m. forfeit their space and application fee. Doors **open to the public at 12:30 p.m.**, performance begins at 2:00 p.m. On two show days the lobby will be closed to the public from 5pm-6:30pm. For shows at 7:30pm Doors will **open to the public at 6:30pm**. Run time of each show will vary; vendors are expected to remain set up through intermission and at least 20 minutes after the end of show. Each vendor is allotted one 6' wide space which will be marked and assigned in advance. Tables will not be provided unless paid for in advance. Nothing may be affixed to walls or displayed outside of the vendor space. All set-ups must meet with the approval of Facilities and Operations Manager. The Facilities and Operations Manager reserves the right to adjust any vendor displays as necessary. Parking is not included.

If mailing forms or payment please send to:

Lew Michaels
 Hartford Stage
 50 Church Street
 Hartford, CT 06103

Office Use Only:

Date Received /via	Booked	Email Confirmation	Payment

—  **Market Days** at Hartford Stage Application —