



# Greater Whiteland Community Day

## VENDOR FORM

Company Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

- Are you a:
- For Profit Vendor- \$50 non-refundable fee / 10' x 10' space\*
  - Food Vendor - \$100 non-refundable fee\*\*
  - Non-Profit Vendor - 10' x 10' space

\*If you would be interested in securing more than 1 vendor space for an additional \$25 fee per space, please contact Jaylen at [utilityclerk@whitelandin.us](mailto:utilityclerk@whitelandin.us)

\*\*Food vendors, please provide the Town of Whiteland with any and all permits that are required to serve prepared food.

Please describe in detail what you plan to bring: \_\_\_\_\_

\_\_\_\_\_

Submit completed form to Town of Whiteland for approval. After approval has been given, payment will be due. Payment must be received by 8/18/2021 to secure the space.

Questions? Contact Jaylen at [utilityclerk@whitelandin.us](mailto:utilityclerk@whitelandin.us) or 317-535-5531

PLEASE RETURN FORM TO:

TOWN OF WHITELAND, ATTENTION: GWCD VENDOR, 549 MAIN ST., WHITELAND, IN 46184

Email – [utilityclerk@whitelandin.us](mailto:utilityclerk@whitelandin.us) or Fax (317) 535-8724



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### Important Things To Know

1. **When is payment due?** No later than 8/18/2021
2. **Where do I set up?** **PLEASE CHECK IN** at Whiteland Town Hall before you unload/set up your space. They will then guide you to the correct area, so there is no confusion. An email will be sent out with a map and legend stating your specific location approximately a week before the event.
3. **When may I set up?** Set up can begin Saturday morning (9/18/2021) at 9 am. Set up **MUST** be fully completed by 11:30 am. It is imperative that you are completely set up and vehicles **MUST** be moved immediately after unloading.
4. **What should I bring?** Please bring a pop-up canopy (10'x10'), tables, chairs, and any items you would like to display.
5. **How big will my area be?** The areas provided will be able to accommodate a 10'x10' tent. Please be respectful and stay within your designated area.
6. **Will there be food provided?** There will be food available for purchase from the food vendors.
7. **Will power be provided?** There will not be power provided for the vendor booths.
8. **Is smoking allowed?** No. Smoking is not allowed on Clark Pleasant Community School Corporation property.

Questions? Contact Jaylen at [utilityclerk@whitelandin.us](mailto:utilityclerk@whitelandin.us) or 317-535-5531

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