

# Vendor Booth Change Request Form

## Additional Booth Space/Change in Booth Space Request

Please use this form to request ADDITIONAL booth space AND/OR a CHANGE in LOCATION, after the start of the Market season. You will need to EXPLAIN WHY you need this change.

The Market Manager will consider the need for the change and ability to accommodate the changes in the Market layout. Within 7 days after receiving this request, the Market Manager will discuss the request with you and offer a proposal to meet all or part of the request or explain why the request could not be met.

Vendor Business Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Phone \_\_\_\_\_

I am requesting: (check all that apply) \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Additional Booth Space - from \_\_\_\_\_ until \_\_\_\_\_** (insert beginning/ending dates)

Amount of Additional booth space requested (in feet, booth spaces etc.):

\_\_\_\_\_ additional (10'x 10') booth spaces

\_\_\_\_\_ additional feet of booth space or (describe) \_\_\_\_\_

Explain why you feel you need this additional space and the concerns you have if you do not get it: \_\_\_\_\_

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**Change of Booth Space – starting \_\_\_\_\_**

Where is your booth currently located (description & number if in a regular location)? \_\_\_\_\_

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Describe where you would like to be relocated to (description & number if known): \_\_\_\_\_

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Explain why you feel you need to be relocated and the concerns you have if you do not move: \_\_\_\_\_

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Are there any changes you feel you or others could make instead of relocating or adding space? \_\_\_\_\_

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For Market purposes only:

Date Received by Market Manager \_\_\_\_\_