

A CARLINVILLE CHRISTMAS VENDOR AGREEMENT

Event Dates For 2019
Fri 12/6 12 noon—8pm
Sat 12/7 9am—8 pm
Sun 12/8 11 noon—3pm

Thank you so much for supporting A Carlinville Christmas On the Square! We are looking for unique handmade and vintage vendors for our 2019 show. This is a juried show, all vendors are subject to approval by committee. Please submit photos of you merchandise and show set up with this agreement.

This contract must be returned on or before October 1st, 2019.

Available booth rates are:

10 x 12: \$100.00

CANCELLATION POLICY—No refunds or transfer of fees will be given after payment is Received for any reason. No downsizing will be allowed. We do not cancel because of Inclement weather.

TAX INFO—Vendor is responsible for collecting and paying all taxes at the Carlinville, IL Rate of 8.25%.

INSURANCE—Every vendor is responsible for obtaining a comprehensive liability and Product coverage policy. A Carlinville Christmas is not responsible for any losses of any Kind.

NO SMOKING ALLOWED INSIDE TENTS

NO RADIOS/MUSIC FOR ANYONE IN TENTS

HEATING IS FOR EVERYONE. WE ASK THAT NO ONE BLOCKS THE VENTS

BOOTH ASSIGNMENT—Booths will be assigned on a first come first serve basis.

Booths are required to be kept clean and neat. All folding tables covered. Vendor is Responsible for cleaning booth at the close of each day. All trash must be placed in trash containers.

Do not nail or attach anything to walls of tent.

SECURITY—Security will be provided Friday and Saturday night. All booths are Allowed to be left but should be covered or draped. A Carlinville Christmas and associates or volunteers are not responsible for any damage, theft, or loss.

SETUP TIME—Friday 12/6 from 7 am-11:30 am. Every booth must be ready to open at least 15 minutes before published opening time each day.

Tear down—Sunday 12/8 @ 3pm

Vendors will not be allowed to tear booth down, pack up merchandise, close booth or bring vehicle into tent area before 4 pm on Sunday. Booth space must be cleaned and trash removed at end of weekend.

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A Carlinville Christmas and its associates will be taking photographs and video throughout The weekend. These will be used for advertising and promotional purposes without Compensation to vendors. Media would include mass media and online. If you give your Permission please sign media release on contract page.

If you have any questions or concerns please feel free to contact one of the following:

Tami Smith—217-502-3566

Perry Brown—217-565-0937

Email—acarlinvillechristmas@gmail.com

PLEASE COMPLETE AND RETURN

COMPANY NAME _____

VENDOR NAME _____

MERCHANDISE FOR SALE _____

MEDIA RELEASE SIGNATURE _____

PHONE _____

EMAIL _____

NUMBER OF BOOTHS NEEDED _____

Check should be made payable to A Carlinville Christmas and mailed to

A Carlinville Christmas

P.O. Box 73

Carlinville, IL 62626