

A Carlinville Christmas On The Square Vendor Agreement

Event Dates for 2021
Friday 12/3 Noon-8pm
Saturday 12/4 9am-8pm
Sunday 12/5 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 2021 event. This is a juried event, all vendors are subject to approval by committee. Please submit photos of your merchandise and show set up with your info sheet.

Booths are \$125.00 for all three days
Booth Size is 10 x 12

~Cancellation Policy: No refunds or transfer of fees will be given after payments has been recieved for any reason. We do not cancel due to inclement weather

~Tax Information: Vendor is responsible for collecting and paying all taxes at the Carlinville rate of 8.25%

~Insurance: Every vendor is responsible for obtaining a comprehensive liability and product coverage policy. A Carlinville Christmas On The Square is not responsible for losses of any kind

~Booth Assignment: Booths are assigned on a first come first serve basis

~Booth Responsibilities: Must be kept clean and neat, and all folding tables covered Vendor is responsible for cleaning booth at the end of day. All trash must be placed in trash containers. No nailing or hanging things from tent walls.

NO Smoking in tents

NO Radios/Music for anyone in tents

NO blocking heating vents, the heating is for everyone

~Security: Security will be provided Friday and Saturday night. Booths should be covered or draped at night. A Carlinville Christmas On The Square and it's associates and volunteers are not responsible for any damage, theft, or loss.

~Set up/ Tear Down Times: Set up is Friday 12/3 from 7am-11:30 am. Tear down is Sunday 12/5 at 3pm (no sooner). Boothes must be ready to open 15 minutes before event begins. At he end of event your booth space must be cleaned and trash removed

Questions or Concerns? Please contact one of the following:

Tami Smith: (217) 502-3566

Perry Brown: (217) 565-0937



Vendor Contract and Info

Please Complete And Return This Page Only by
Oct 1, 2021

Company Name _____

Vendor Name _____

Type and Style of Merchandise _____

Phone Number _____

Email _____

Number of Booths Needed _____

Check for Booth Space should be made payable to A Carlinville Christmas. Check and Vendor Contract and Info should be mailed to:

A Carlinville Christmas

P.O. Box 73

Carlinville IL 62626

A Carlinville Christmas On The Square and it's 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. To give permission, please sign here for media release: _____