

2019 Carlinville Market Days Vendor Agreement

Date ___/___/___

Vendor Name and Business name (Required) _____

Address(Required) _____

Contact Phone #(Required) _____ Contact email address _____

Date you are requesting (2019) 4/6 5/4 6/1 7/6 8/3 9/7 10/5 11/2

Number of spaces (10 X 12 ft.) _____ @ \$25.00 ea. Electric Y / N @ \$5.00 (only one fee regardless of number of spaces rented)

Number of spaces (15 x 25 ft.) _____ @ \$35.00 ea. *Truck & trailer spaces on E. Main only*

TOTAL DUE _____ *Prepay for whole season before 3/16/19 – Get 2 months FREE*

Prepayment of your space will guarantee you a reserved spot for the season. Please make checks payable to:

Carlinville Market Days
106 North Side Square
Carlinville, IL 62626
Attn: Perry Brown

-For those paying on a month by month basis there is no guarantee of a reserved space or electric availability. Vendor MUST notify C.M.D. no later than the Thursday prior to event that they are not coming so we can use the space(s). "No shows" lose their space(s) for the season regardless if payment has been made or not.

-Cancellations: A refund of the total amount will be issued if cancellation is made at least 2 weeks prior to reserved date.

-No refunds due to weather or weather related event cancellations.

Items you are selling: _____

_____ (If more space is needed please use back of this page)

Allowed items: Antiques, Vintage items (including furniture, clothing etc.), Primitives (tools, wood items, etc.) Quality hand-made craft items, Art (hand-made), Glassware (including antique, collectible, etc.) Architectural salvage items, Repurposed items, Stoneware, Jewelry, Baked/home canned goods, garden produce, approved Direct Sales items – (limited to one vendor per event. Check with C.M.D. before sending payment) Other misc. collectibles.

Prohibited items: Alcohol, Firearms, Live ammunition, Pornography or obscene items, Commercial knock-offs, Yard sale throwaways.

If you plan on offering items that might not fall into the above "Allowed items" categories or are unsure, please contact C.M.D.

Food vendors: Spaces will be offered on a first come-first served basis. All food vendors MUST have proof of liability insurance. Generators will be allowed if needed. Check with C.M.D. first.

Charitable Organizations: Carlinville Market Days offers a discounted booth rental fee to churches and other not-for-profit groups.

-Carlinville Market Days reserves the right to deny any vendor based on items, food, products or for any other reason.

-Vendors can set up anytime starting at 5:30am the day of the Market. Your booth space is to be ready & open by 8:00am.

-You are responsible for acquiring tables/tents/canopies/electrical cords etc. for your space.

-All "10x12" vendor vehicles and trailers must be moved from any square parking space – inner circle and perimeter - once setup is completed.

-Trucks & trailers must remain in spaces along E. Main and become part of vendor's booth.

-Parking is available at city lots located at various locations just off the square. Directions will be given when you arrive.

-Vendors agree to remain until the event ends (3:00pm) No tearing down and packing up before 2:30pm.

-We also ask that all vendor's booths have good "curb appeal" and are set up in a tasteful, convenient for the customer manner allowing for ample space and a good pedestrian traffic flow.

-You are responsible for removing all trash from your space at the end of the day.

-Vendors are responsible for keeping track, calculating and remitting all applicable sales taxes to the Illinois Dept. of Revenue. Forms will be provided to vendors from I.D.O.R.

-Vendors agree to indemnify and hold harmless Carlinville Market Days, organizers and its sponsors against any claims, damages or expenses arising from any accident or occurrence, at vendor's booth space, the square or from the sale of any goods or service. Vendor is responsible for all legal fees and litigation costs.

-Vendors are asked by the City of Carlinville to have or obtain Event Liability Insurance.

Carlinsville Market Days and all those in the Carlinsville community welcome you and hope that you have a successful day. This ultimately depends on what items you're selling, how they are presented and the crowd of course. Many of the businesses on the square and throughout town are also counting on a successful season, so we want to work with you to insure a great Market Days for everyone!

If you have ANY questions or concerns please feel free to contact Perry @ (217)565-0937 email: carlinvillemarket@gmail.com

p.b. 1/2019