



VENDOR SPACE RESERVATION

**Lincoln Square Christkindl Market
December 4th, 5th and 6th 2009**

Vendor/Firm Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Email or Fax** _____

Person in Charge of Booth _____

On-site Contact and Phone _____

Product(s) to be sold _____

Booths are \$250.00.

Is electricity needed? Yes No (If yes, \$25 will be added to the cost)

Each booth will be at least 10'x10' and will include 3 tables (approx. 8'x3'). Each vendor will be provided with 3 chairs.

Free advertising on the Christkindl Market website, lincolnsquarechristkindl.com. If desired, we will add an image and link to your website. Please send images and information to Karen Smith, from the website.

NOTE: Payment is not due until confirmation of a reservation is received. Please make checks payable to St. Matthias Church. Vendor booths are limited. Refunds will not be issued unless the entire event is canceled.

Setup will begin Friday, December 4th, from 8:00am to Noon, Saturday, December 5th from 7:30-9am, and Sunday, December 6th from 8:30-10am.

Your signature indicates your understanding and acceptance of conditions and terms detailed in this contract.

Vendor Signature _____ **Date** _____

Print Name _____

Please return completed form by November 10th, 2009.

**Return to: Gracye O'Toole
St. Matthias Church
2310 W. Ainslie
Chicago, IL 60625
Phone: (773) 506-2191 Fax: (773) 506-2418**



LINCOLN SQUARE CHRIST KINDL MARKET

Rules and Regulations

Location: Chicago City Parking Lot at Leland Ave. and Lincoln Ave.

Date and Time: December 4th, Noon-10pm; December 5th, 9am-10pm;
December 6th, 11am-7pm

1. **Accept vendor space as assigned. At any time the producer reserves the right to change or relocate booths for any reason. The producer is the final authority in assigning space.**
2. **Vendor space is to be used for sales and marketing. Vendors must conduct business (including all sales) only within the space assigned to you. Failure to do so can result in dismissal of the Vendor from the event and forfeiture of all entry fees. All items used to promote your items for sale, including sandwich boards, statues, entry boxes, etc. must remain flush and/inside your assigned vendor space.**
3. **No vendor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own organization in said space.**
4. **Conduct business in a manner most likely to enhance the success of the event. Failure to do so can result in dismissal from said event.**
5. **All vendor sale items must be listed in vendor space reservation form and no changes or additions to these items may be made without prior written consent of the producer. Offer no item for sale that contains the phrase, or is otherwise labeled, "Lincoln Square Christkindl Market" without prior written consent of the producer.**
6. **Vendors are asked to observe the "Good Neighbor Policy" at all times. Vendor sales should be conducted in a manner not to be objectionable or offensive to neighboring booths. Vendor must respect the privacy of neighboring vendors while conducting business in their booths.**
7. **Maintain vendor space in a neat and clean condition throughout Lincoln Square Christkindl Market. Dispose of trash as directed by producer. Failure to dispose of trash will result in a \$100 fine.**
8. **Vendor does not have to stay open for the duration of the festival hours and may pack up prior to the close of the event. These terms are negotiable and have to be approved through the producer**
9. **Vendor forfeits all rights to, and fees paid for, a vending space if vendor fails to occupy space by times agreed upon by the producer. Vendor does not need to tear down booths if occupying for more than one day. Security is provided overnight by producer.**
10. **Electricity is provided at a cost of \$25 for each booth. Unauthorized use of electricity will result in a \$100 fine. Vendor must supply extension cords at least 100 ft, in length.**