

A CARLINVILLE CHRISTMAS ON THE SQUARE VENDOR AGREEMENT

EVENT DATES FOR 2023

Friday, December 1st – Noon – 8pm

Saturday, December 2nd – 9am – 8pm

Sunday, December 3rd – 10am – 3pm

Thank you for supporting A Carlinville Christmas on the Square!

We welcome unique handmade and vintage vendors for our 2023 event. This is a juried event, and all vendors are subject to approval by the committee. Please submit photos of your merchandise and event set up with your contract sheet.

Booths are \$175.00 for all three days

Booth size is 10ft x 12ft

- **Cancellation Policy:** No refunds or transfer of fees will be given after payments have been received for any reason. We do not cancel due to inclement weather.
- **Tax information:** Vendor is responsible for collecting and paying all taxes to IDOR at the Carlinville city 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 area assigned on a first come, first served basis. **Deadline for paid reservations is Friday, November 17th. NO EXCEPTIONS**
- **Booth Responsibilities:** Vendors must keep booths clean and neat. All folding tables covered. Vendor is responsible for cleaning booth at the end of each day. All trash must be placed in trash containers.
- **NO** nailing or hanging things from tent walls.
- **NO** smoking in tents.
- **NO** radios / music allowed by anyone in tent.
- **NO** blocking heating vents; the heating is for everyone.
- **Security:** Security will be provided Friday & Saturday nights. 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, December 1st from 7am – 11:30am. Tear down is Sunday, December 3rd at 3pm. **NO sooner.** Booths must be ready to open 15 minutes before each day's event begins. At the end of the event, your booth space must be cleaned and all trash removed.

Questions or concerns? Please contact:

Perry Brown (217) 565-0937