Office Use Only: Date Rec'd _____ Amt Paid $_____ Cash_____ Check # _____ Credit Card _____ Booth # _____

LASALLE COUNTY HISTORICAL SOCIETY

2021 **Christmas at the Canal** Vendor Application

Saturday/Sunday November 27-28, 2021

Saturday 11-6pm and Sunday 11-4pm

Contact info

Business Name _____ Contact Person _____

Street Address _____ Email _____

City _____ State _____ Zip _____ Phone _____

What you sell

What do you sell and display? Please provide a detailed description (below) and photo (preferably via email). Applications without this information will not be processed. Please note that direct sales are accepted on a limited basis. LCHS reserves the right to deny the sale of undeclared items.

_____

_____

_____

Vendor Booth Options

Outdoor

10' x 10' _____ ($5/weekend)

10' x 20' _____ ($10/weekend)

Indoor

8' x 20' _____ ($50/weekend)

16' x 20' _____ ($100/weekend)

____ ***Check*** (payable to LaSalle County Historical Society)

Total due: _____

____ ***Credit Card*** (Complete form on next page)

Credit Card Purchase Agreement

Cardholder Name: _____ Card Number: _____

Expiration Date: _____ Security Code: _____ Amount: $ _____ Cardholder Zip Code: _____

I agree that this is a valid charge for the rental of a Vendor Space. If this charge is refused by the Card Company, after the initial authorization, for any reason, I agree to pay LaSalle County Historical Society (by cash, cashier's check, or money order) the full amount within 10 days of notification

Signature of Cardholder: _____ Date: _____

Vendor Guidelines & Agreement

Please note that our qualifications and limitations placed on vendors come as the result of the LaSalle County Historical Society (LCHS)'s desire to encourage homemade skills and crafts and to feature quality antiques, treasures, and collectibles from the past.

- Preference is given to repeat vendors, residents of LaSalle County, and to vendors with genuine homemade "Old Time" items.
- The only food items that may be sold in vendor booths are baked goods and home-grown items. Sale of water and soft drinks is not allowed, except by designated Food Vendors.
- NO WEAPONS OR EXPLOSIVES OF ANY KIND ARE ALLOWED
- Vendors are expected to provide their own insurance. Under no circumstances shall LCHS be liable for any direct, indirect, incidental, special or consequential damages resulting from any incident occurring at the Event.
- All vendors must un/load their vehicle as quickly as possible. Vehicles must be parked as close to vendor spaces as possible so that other vendors may pass through. Un/packing and staging will take place after the vehicle has been moved to a parking area.
- Displays within the designated areas are not to block vehicle or pedestrian traffic. Please be respectful of local property owners and residents.
- Vendors' spaces are to be open and manned during Event hours.
- Please note that the Canal Market building is an enclosed building with concrete flooring & limited electricity.
- No protection from rain, wind, etc. is provided (except for vendors inside the Canal Market), so please bring some personal protection with you.
- Vendors are responsible for keeping spaces clean during the market. After the event, there will be a final clean up.
- The Canal Market site will close one hour after event end time.
- Vendors who are not accepted will have their fee returned. Refunds for late cancellations will be considered depending on the reason for cancelation and its effect on the Event. A refund will not be granted for 'No Shows' on the day of the Event.
- We Reserve the Right to Accept or Deny any Vendor
- State sales tax must be paid according to IRS provisions. This is the responsibility of the vendor. Utica's rate is 7%

I have thoroughly read the letter and guidelines for LCHS Vendors and agree to comply with all the terms, and to sign and abide by the liability disclaimer attached. I further understood that I may not sub-lease, sell or give away this space without written permission from the LCHS Events Committee. An extra fee may be charged if I exceed my assigned space. I will maintain a neat and attractive booth within my designated area, and I will prominently display the Vendor Permit at all times. I will be responsible for cleaning my area thoroughly after I close. I will try to carry out the heritage theme of the Event being presented by the LaSalle County Historical Society.

Date_____ Signed _____

Signature Required and Printed Name

I accept and assume full liability for any injury or loss to property, my agents, employees or me at any time and from any cause on the premises of the show. I expressly release the LaSalle County Historical Society, its employees, board, and volunteers, and the Village of North Utica, from any liability for such loss, injury or accident, and agree to provide and pay for my own insurance.

Date_____ Signed _____

Signature Required ***and*** ***Printed Name***

Return Form

via ***Regular Mail (with check)*** *or* ***Electronically (with credit card)***

LaSalle County Historical Society

Attn: Events

PO Box 278 / Utica, IL 61373

events@lasallecountyhistoricalsociety.org

Questions?

Email events@lasallecountyhistoricalsociety.org

Call 815.667.4861

Website www.lasallecountyhistoricalsociety.org

Facebook Page https://www.facebook.com/lchscanalmarket/