

VENDOR INFORMATION OLDE TYME CHRISTMAS

FRIDAY, NOVEMBER 9, 2018 ~ 3:00 pm to 9:00 pm
SATURDAY, NOVEMBER 10, 2018 ~ 10:00 am to 2:00 pm

VENDOR HOURS:

Friday, November 9, 2018 (set-up only) – 2:00pm – 2:45pm

Event begins at – 3:00pm *Tear down must not be done before 9:00pm on Friday

Those who wish to set up a little later can do so, but must be set up before 5pm

Saturday, November 10, 2018 (set-up only) – 8:00am – 9:45am

Event begins at – 10:00am *Tear down must not be done before 2:00pm on Saturday

EXHIBIT SPACE:

A 10' x 10' (approximate) booth space at NO CHARGE.

BOOTH REQUIREMENTS:

1. Any vendor who wishes to set up for Olde Tyme Christmas must do one of the following:
 - a) Supply the City of Vandalia Tourism Commission with "Certificate of Liability Insurance" listing the City of Vandalia as "Additional Insured." If you wish to connect to electric supply, Certificate of Insurance is required. All local insurance companies are familiar with what we need. Please contact your insurance agency for more information and have them contact us with any questions. Or b) Sign the attached waiver and return it with the application. Failure to provide one of the above by November 9, 2018 will result in loss of booth space.
2. All vendors must display a sign that identifies their business/organization name.
3. All booths must be staffed during event hours.
4. **Due to the extent of power to be used by the Christmas Lights on the poles, the buildings and the Christmas Tree at top of Gallatin, there will not be an available power source for vendors EXCEPT for a single strand of Christmas lights. NO PORTABLE HEATERS unless gas or propane powered and no cookers, crock pots, etc. If you need large amount of power, you will need to provide your own generator. Any questions, contact me at 618-283-1152. *This has been an ongoing problem with some vendors plugging in more than allowed which then blows breaker that takes out the pole lights, or in last year's case, the Christmas Tree that was lit to kick-off the event repeatedly went out.***
5. All vendors are allowed to sell only items that are appropriate in a family environment.
6. In order to sell food at the event, food vendors will have to obtain certification from the Fayette County Health Department (618-283-1044). The Health Department does not allow home canned items.
7. All vendors are expected to keep their booths intact until the event is over for the day. Early tear-down is not allowed unless we are notified prior to the event.

BOOTH SET-UP AND TEAR DOWN:

Gallatin Street WILL BE closed during the event on Friday ONLY. Before you begin set-up, please check in at the designated information area which will be with LaTisha at Vandalia City Hall.

CHARACTER OF EVENTS:

Distribution by vendors of any printed matter, or other articles, shall be restricted to the space occupied by their booth. Nothing shall be posted on, tacked, nailed, or otherwise attached to the road surface, light poles, benches, trees or other permanent street fixtures. DAMAGE ON ACCOUNT OF ANY MISUSE OF ANY PORTION OF THE PREMISES SHALL BE THE RESPONSIBILITY OF THE INDIVIDUAL VENDOR.

PARKING:

Vendors may park in any of the city lots or along the open side streets during the event. Gallatin Street will be closed during the event on FRIDAY ONLY. Vendors will be allowed to pull on Gallatin to unload and pack up before and after event.

**VENDOR APPLICATION
OLDE TYME CHRISTMAS
FRIDAY, NOVEMBER 9, 2018 ~ 3:00pm to 9:00pm
SATURDAY, NOVEMBER 10, 2018 ~ 10:00am to 2:00pm**

Set-up time: Friday - 2:00pm – 2:45pm – To be ready promptly at 3:00pm
Saturday – 8:00am-9:45am – To be ready promptly at 10:00am

For-Profit Vendor _____ **FREE** Non-Profit Vendor _____ **FREE**

DATES OF SET UP: Friday Only _____ Saturday Only _____ Both days _____

**DUE TO THE EXTENT OF POWER TO BE USED BY THE CHRISTMAS LIGHTS ON THE
POLES AND BUILDINGS THERE WILL NOT BE A POWER SOURCE AVAILABLE FOR
VENDORS OTHER THAN TO PLUG A STRAND OF CHRISTMAS LIGHTS IN. NO
PORTABLE HEATERS ALLOWED UNLESS PROPANE OR GAS AND NO COOKERS. If
you need large amount of power, you will need to provide your own generator.**

Waiver or Certificate of Liability Attached? _____ **Waiver** _____ **Insurance**

PLEASE PRINT ALL INFORMATION EXCEPT FOR YOUR SIGNATURE

What do you sell or make, etc.** _____

Name: _____
(Business, Organization or Group)

Contact Person: (print) _____

Address: _____ City: _____ State: _____ ZIP: _____

Day Phone: (____) _____ Evening Phone: (____) _____ Cell: (____) _____

E-Mail: _____

I have read the enclosed vendor information and agree to adhere to these guidelines. I have signed the required waiver and enclosed with this form.

Authorized Signature: _____ Date: _____

Please return this form to:
LaTisha Paslay
431 W. Gallatin St.
Vandalia, IL 62471

For questions regarding vendor information, please contact or LaTisha Paslay at 618-283-1152 or cityadmin@vandaliaillinois.com

RELEASE AND WAIVER OF LIABILITY

I, the undersigned, acknowledge that I have voluntarily consented to participate in the OLDE TYME CHRISTMAS on real property owned by the City of Vandalia.

I understand that OLDE TYME CHRISTMAS and all other hazards and exposures connected with such activity involve risk of harm. I am aware of the risks and dangers inherent with the activity, and I knowingly and willingly assume the risk of injury, including but not limited to injury that might result from other participants. I agree that any bodily injury, death, or loss of personal property and expenses as a result of my participation is my responsibility.

In consideration of and as a part of the right to participate in this activity on or about real property owned by the City of Vandalia, I do hereby take action for myself and forever release, waive, and discharge the City of Vandalia, its directors, officers, employees, and agents from any and all liability and/or property damage incurred in association with the use of said property.

Name _____

Signature of User _____

Date _____