



2023 Vandalia Tourism Commission
VENDOR CONTRACT

VENDOR DAYS/HOURS: Friday, November 10, 2023 4:30 pm - 8:30 pm
Saturday, November 11, 2023 10:00 am – 2:00 pm

CHECK IN TIME: Each vendor must check in at the front desk at the location of the Vendor Show, First United Methodist Church Community Building, 127 N 4th St, Vandalia, IL 62471. Check in time begins at Noon. Prior to setting up, we will get any paperwork signed that needs taken care of.

SET UP TIME: Friday, November 10 at Noon. Booths needs to be ready no later than 4:00 pm.

TEAR DOWN TIME: Saturday, November 13 at 2:00 pm. EARLY TEAR DOWN IS PROHIBITED.

EXHIBIT SPACE: Booth spaces are 10' x 10'. You will be directed to your space upon check-in.

VENDOR FEE: \$30 fee per vendor space. This covers the entire weekend. Must be paid with registration form

BOOTH REQUIREMENTS:

1. A vendor who wishes to participate in the 2023 Olde Tyme Christmas must sign the RELEASE AND WAIVER OF LIABILITY FORMS and return them before setting up.
2. All vendors must display a sign that identifies their business/ organization/ group name.
3. All booths must be staffed during event hours, stated above.
4. Understand that no tables will be provided. Electricity will be however, you are responsible for supplying chords.
5. All vendors are allowed to sell/ make/ promote only items appropriate in a family environment. Management reserves the right to determine such items.
6. All vendors are expected to keep their booths intact until above tear down time. Early tear down is not allowed unless management is notified prior to the event.
7. Vendor understands that no security will be provided, outside of locking the building, if they choose to keep their booth intact overnight.
8. All items must be removed at the conclusion of the event. All items sold that are not picked up become the responsibility of the vendor to make arrangements for delivery.
9. Vendors are welcome to host any door prizes. We can announce the winners for you.

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 building walls or surrounding areas. DAMAGE ON ACCOUNT OF ANY MISUSE OF ANY PORTION OF THE PREMISES SHALL BE THE RESPONSIBILITY OF THE INDIVIDUAL VENDOR.

CANCELLATIONS: If the vendor is unable to set up at the show, management must be notified NO LATER THAN OCTOBER 15, 2023.

Business Name _____

Name _____ Signature _____

Cell number _____ Email Address _____

Address _____