

# Lincoln Square Village 2009 Holiday Market Vendor Application

(Please circle the dates you will attend)  
November 14, 21, 28 December 5, 12, 19

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Illinois Business Tax Number (IBT#): \_\_\_\_\_

Please list the names of those participating in your operation and/or attending as your representative:

\_\_\_\_\_  
\_\_\_\_\_

Product List (please be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you a new or returning vendor?  NEW  RETURNING

Is your product grown, made or produced in Illinois?  YES  NO

**Please note - Your product(s) must be grown or produced in the state of Illinois. Because of exclusive uses of some Lincoln Square Village tenants, some vendors may be excluded. Placement of vendors is done with preference to first come, first served, with those vendors signing up for all 6 weeks placed first. All final placement decisions are made by the Executive Director.**

## Office Use Only

Cash

Check

Check No. \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: yes / no

# Lincoln Square Village 2009 Holiday Market Rental of Space Agreement

Vendors must pre-pay for as many weeks desired, but must have each week's payment submitted at least one week before each Market Saturday. A 10' x 10' space price is **\$35.00 per week** if you submit your application by September 25<sup>th</sup>. Those who apply for **all six weeks** will be charged a rate of **\$30.00 per week** or **\$180 for all six weeks** (\$30/week). After September 25<sup>th</sup>, the price is **\$40.00 per week** or **\$210 for all six weeks** (\$35/week). Payment will be required at least one week prior to the first date requested. Deadline for application is **Friday, November 6, 2009**. The Market Director issues space assignments. Space is limited so precedence is given to the applicants that apply before the priority deadline. This year, vendors must provide their own tables and chairs; they will not be furnished by Lincoln Square.

Circle Dates Requested:	November 14    21    28	December 5    12    19
Will your booth require electricity:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Total Fee for Rental Space(s):	<b>Before September 25<sup>th</sup></b> <input type="checkbox"/> 6 weeks - \$180 <input type="checkbox"/> 5 weeks - \$175 <input type="checkbox"/> 4 weeks - \$140 <input type="checkbox"/> 3 weeks - \$105 <input type="checkbox"/> 2 weeks - \$70	<b>After September 25<sup>th</sup></b> <input type="checkbox"/> 6 weeks - \$210 <input type="checkbox"/> 5 weeks - \$200 <input type="checkbox"/> 4 weeks - \$160 <input type="checkbox"/> 3 weeks - \$120 <input type="checkbox"/> 2 weeks - \$80

Please make checks payable to **Urbana Business Association**.  
Fees are non-refundable for pre-paid dates not attended.

## ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge that I have received and read the 2009 Holiday Market Rental of Space Agreement, and I fully agree to abide by the terms.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or bring completed application and checks to:  
Urbana Business Association  
111 W. Main St.  
Urbana, IL 61801

For more information, call (217) 344-3872 or email [susan@urbanabusiness.com](mailto:susan@urbanabusiness.com)



# Lincoln Square Village 2009 Holiday Market Rules & Regulations Agreement

Lincoln Square Village Holiday Market is a 6-week season beginning November 14<sup>th</sup> and continuing through December 19<sup>th</sup>. The Market takes place on Saturday, from 8:00am - 1:00pm.

**A minimum of 2 weeks is required for all applicants.**

## **Location:**

Lincoln Square Village Holiday Market is located inside Lincoln Square Village in Urbana.

## **Becoming a Vendor:**

An application must be completed and submitted to the Market Director at the Urbana Business Association by **September 5th, 2009**. Space is limited so please apply early. If approved, the vendor must pre-pay the appropriate fees at least one week prior to selling at the market. Spaces are assigned after approval of the vendor application on a first come, first served basis with preference given to those vendors signing up for all 5 weeks. Please note that all final placement decisions are made by the Executive Director.

## **Restrictions on Selling**

Vendors who have products for sale that are homegrown, vendor-baked, or handcrafted within the state of Illinois will be given priority. Lincoln Square Village management and Urbana Business Association reserve the right to approve or reject a vendor application. **Because of exclusive uses of some Lincoln Square Village tenants, some vendors may be excluded. Please call to inquire as to whether your merchandise will fit the criteria.** Items similar to tenants' merchandise may not be accepted. No trailers are allowed inside the mall. Selling products outside the mall is prohibited. This year, vendors must provide their own tables and chairs; they will not be furnished by Lincoln Square.

## **Sales Tax:**

All vendors selling produce, plants/flowers, foods, and/or general items **must have an Illinois Business Tax (IBT) Number** and are required to collect and pay all sales taxes related to items sold at the Market. These taxes must be reported to the Illinois Department of Revenue (Springfield, contact 1-800-732-8866) as collected in Urbana.

## **Set Up:**

Lincoln Square Village will be available for load-in and set-up at 7:00am. All vendors are required to be set up by **7:45am**. Any vendor not completely set up for business by that time may be refused permission to open for the sale of goods. All sales must be completed by 1:00 pm; vendors must have their area broken down and clean by 1:30 pm. Before leaving the market area, each vendor is responsible for the proper removal of any leftovers or garbage, especially in the case of produce. Vendors are responsible for all display materials. This year, vendors must provide their own tables and chairs; they will not be furnished by Lincoln Square.

## **Lease:**

All vendors agree to hold harmless and indemnify the City of Urbana, the owners of Lincoln Square Village, the Urbana Business Association, agents, representatives, and employees of those organizations, from any and all responsibilities, losses of income, claims, damages, suits, attorney

fees, costs, expenses or judgments incurred by, or resulting from, the enforcement of any rules or from the sale or consumption of goods sold by the vendors at the Holiday Market.

**Conduct Expectations:**

Vendors shall refrain from disorderly, disruptive, or impolite conduct, including refraining from loud, obscene, or coercive activities. Use of sound-amplifying or sound-producing equipment is prohibited unless approved. Complaints regarding a vendor should be directed to the Market Director. The Market Director has the authority to approach a vendor to inform him/her of any complaints. If the complaint is serious and warranted, the Market Director may immediately revoke a vendor’s privilege to participate in the Market.

**Public Health District Requirements:**

Food items that are sold at the Market must comply with Public Health District regulations and applicable federal and state laws. Baked goods must be processed, prepared, and packaged in a Champaign-Urbana Public Health District approved establishment or with Health District approval. Preparation, packaging, labeling, transportation, and selling of food must meet requirements and receive the proper permits as specified by Public Health. For complete regulations, contact the Champaign-Urbana Public Health District at (217) 373-7900 or visit their office at 815 N. Randolph Street in Champaign

**Fees:**

A 10’x 10’ space is \$40.00 each week OR \$35.00 each week for all six weeks, costing \$210. All applications and fees for the November 14<sup>th</sup> market **must be received by November 6, 2009.**

**Early Bird Discount** applies to those who turn in all applications and fees by **September 25, 2009.** Early Bird Special applies to both 6-week applicants and individual week applicants. A 10’x10’ space is \$35.00 each week or \$30.00 each week for all six weeks, costing \$180.

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**Rules and Regulations Agreement:**

I, \_\_\_\_\_ have fully read the Lincoln Square Village Holiday Market Rules and Regulations and fully agree to abide by them. Please sign and print your name and your business name.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For more information, please contact the Urbana Business Association at:  
(217) 344-3872 or email [susan@urbanabusiness.com](mailto:susan@urbanabusiness.com)

