

## 2012 Holiday Market Vendor Application

(Please circle the dates you are requesting attendance)  
 November 10, 17, 24 December 1, 8, 15  
 8:00 am – 1:00 pm

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

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

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

Illinois Business Tax Number (For State Income Tax Compliance): \_\_\_\_\_

Product Category (check all that apply, as this helps us with vendor placement):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Produce            | <input type="checkbox"/> Bath/Body Care        | <input type="checkbox"/> Pottery         |
| <input type="checkbox"/> Baked Goods/Sweets | <input type="checkbox"/> Stained/Fused Glass   | <input type="checkbox"/> Book Arts/Paper |
| <input type="checkbox"/> Jewelry            | <input type="checkbox"/> Christmas Decorations | <input type="checkbox"/> FiberArt        |
| <input type="checkbox"/> Woodwork           | <input type="checkbox"/> Other: _____          |  |

Are you a new or returning vendor?  NEW  RETURNING

Is your product grown, made or produced in Illinois? **(See Below)**  YES  NO

**Please note - Your product(s) MUST be grown or produced in the state of Illinois. Note that Lincoln Square does have some tenant exclusivity clauses, so some vendors may not be eligible for the market. Placement of vendors is done by Product Category, and with preference to first come, first served (those vendors signing up and paying for all 6 weeks are placed first). All final placement decisions are made by the Market Director.**

| Office Use Only - Approved <input type="checkbox"/> Yes <input type="checkbox"/> No |       |       |       |      |      |       |
|---|-------|-------|-------|------|------|-------|
|   | 11/10 | 11/17 | 11/24 | 12/1 | 12/8 | 12/15 |
| Amount Paid   |       |       |       |      |      |       |
| Date Paid   |       |       |       |      |      |       |
| Booth Space   |       |       |       |      |      |       |



# 2012 Holiday Market Rules & Regulations

*The Holiday Market is a 6-week season: November 10<sup>th</sup> through December 15<sup>th</sup>. The Market takes place on Saturdays, from 8:00am - 1:00pm inside Lincoln Square in downtown Urbana (156 Lincoln Sq. Urbana, IL 61801).*

## **Becoming a Vendor**

A completed application and full payment must be submitted to the UBA for consideration. **You will be notified by phone or e-mail when your application has been received. If you do not receive notification within two weeks, please contact the Urbana Business Association.** Space is limited so please apply early. Spaces are assigned after approval of the vendor application on a first come, first served basis with preference given to previous year attending vendors and those requesting all 6 weeks. **Please note that all final placement decisions are made by the UBA and Lincoln Square.**

## **Vendor Space and Layout**

Each vendor space is 10x10ft and all items needed for vendor booth, including sale items, must fit within this designated space. If you need more space you are welcome to purchase an additional booth. Due to fire code regulations, if any vendor does not keep their items within their designated booth space, you will be required to move those items. Because other events are happening inside Lincoln Square, the layout and spacing are subject to change.

## **Market Communication**

All communication for the market will be done via e-mail. Vendors are required to know all information given via e-mail. The UBA asks that vendors check their e-mail after 5pm on the Friday before the Saturday market for any updates or changes.

## **Restrictions on Selling**

Vendors' products must be homegrown, baked, or handcrafted within the state of Illinois. Lincoln Square management and the Urbana Business Association reserve the right to approve or reject a vendor application. **Because of exclusivity clauses in some Lincoln Square tenant leases, some vendors may not be eligible to participate. 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. **Vendors must provide their own tables and chairs; they will not be furnished by Lincoln Square or the UBA.**

## **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, 1-800-732-8866) as collected in Urbana.

## **Entertainment**

The UBA has authority to schedule entertainment during the market. If you are interested in providing entertainment there is a separate application that you may fill out.

# 2012 Holiday Market

## Rules & Regulations (Continued)

*Lincoln Square Village Holiday Market is a 6-week season beginning November 12<sup>th</sup> and continuing through December 17<sup>th</sup>. The Market takes place on Saturday, from 8:00am - 1:00pm.*

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### Set-Up

Lincoln Square will be available for load-in and set-up at 6:30am, but no earlier. 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 cleared out 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. **Vendors must provide their own tables and chairs; they will not be furnished by Lincoln Square.**

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### Liability Statement & Insurance

All vendors must supply the UBA with a copy of their liability insurance identifying the UBA as an additional insured. All vendors agree to hold harmless and indemnify the City of Urbana, the owners of Lincoln Square, 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.

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### 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 in advance. Complaints regarding a vendor should be directed to the UBA. **The UBA has the authority to approach a vendor to inform him/her of any complaints. If the complaint is serious and warranted, the UBA may immediately revoke a vendor's privilege to participate in the Market.**

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### 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.

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### Fees

Each 10'x10' booth space is available for a fee of \$40 each week or \$210 for all six weeks paid in advance (\$35/wk). Completed applications and fees for the November 10<sup>th</sup> market must be received by November 2<sup>nd</sup>, 2012. Early Bird discounts are available to applications completed and paid prior to September 21<sup>st</sup>, 2012. Please see the Rental of Space Agreement for a breakdown of Early Bird prices. Payment must be submitted in full with completed application to be placed at the Holiday Market.

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### Refunds/Cancellations

No refunds will be issued for cancellations or missed markets.