

Friends of the Villa Park Library

2022 St. Nick's Mart

Vendor Rules



VENDOR APPLICATIONS

Vendor applications will be accepted on a first come, first serve basis. Applications will be available beginning Saturday, October 1, 2022.

EVENT DATE, TIME & LOCATION

The St. Nick's Mart will be held on Saturday, December 3, 2022, from 5:00 p.m. - 8:00 p.m. This event will be held at the Villa Park Public Library, located at 305 S. Ardmore Avenue, Villa Park, IL 60181.

BOOTH DETAILS

The fee for this event is \$20.00, which includes one table, two chairs and electricity. Vendors must also agree to donate \$20.00 worth of merchandise. The donated merchandise will be used as door prizes in a drawing for attendees. **The donated merchandise must be dropped off to the Villa Park Public Library (305 S. Ardmore Avenue) by Thursday, December 1, 2022.** Vendors may keep all proceeds sold at the event. Any applicable taxes are the sole responsibility of the vendor. Vendors are responsible for having plenty of change on hand for their merchandise sales, as the Friends will not be able to make change for any sales.

ELECTRICAL REQUIREMENTS

Electric outlets are limited. We will fill these spots in order of accepted applications. Any electrical requirements must be submitted on the vendor application form, and the deadline for submitting electrical requirements will be Saturday, November 26.

SET-UP DATE & TIME

The set-up date is Saturday, December 3 from 3:30 p.m. - 5:00 p.m. All vendors must be prepared to sell at opening time (5:00 p.m.).

EVENT TEARDOWN

Teardown must be completed by 9:00 p.m. on Saturday, December 3. No vendor equipment, products or merchandise may be left in the Library overnight.

APPLICATION DEADLINE

The vendor application deadline is Saturday, November 12 in order to be included in any publicity for this event. Applications received after November 12 may not be included in any of the event's publicity. Applications will be processed in the order they are received. The maximum number of vendors allowed for this event will be 20.

MORE INFORMATION

For more information or questions about this event, please email the Friends at: FriendsofVPLibrary@gmail.com

ACCEPTANCE OF RULES AND REGULATIONS

I agree to abide by the rules and regulations of the Friends of the Villa Park Library St. Nick Mart. I further agree to pay a table and chair rental fee of \$20.00 for one (1) 6'-8' table, two chairs and access to electricity (if requested by the above deadline). Additionally, I agree to donate merchandise for the Friends of the Villa Park Library to raffle off as a door prize drawing for this event. The value of the donated merchandise must be at least \$20.00. *Please note:* Submission of this application does not confirm your participation in the event. A representative of the Friends of Villa Park Library will contact you once your application has been reviewed and accepted.

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2022 St. Nick's Mart

Vendor Application



Name of Business/Organization:	
Business/Organization Address:	
Contact Person:	
Contact Phone:	
Contact Email:	
Do you need access to electricity? (Circle one.)	YES NO
Website and/or products being sold:	

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned, for himself or herself, and, if applicable, for the person or business on behalf of whom this application is submitted, "the Applicant," hereby agrees to indemnify the Villa Park Public Library and Friends of the Villa Park Library and its officers, agents, employees and assigns, and to hold them harmless, from any liability occurrence arising out of the use of the premises pursuant to this application, and any liability for any contractual or quasi-contractual obligations to third parties in connections with any related activity, event, use or occurrence.

ACCEPTANCE OF RULES AND REGULATIONS

I agree to abide by the rules and regulations of the Friends of the Villa Park Library St. Nick Mart. *Please note:* Submission of this application does not confirm your participation in the event. A representative of the Friends of Villa Park Library will contact you once your application has been reviewed and accepted.

 Print Name

 Sign Name

Date: _____

.....
 Office Use Only:

\$20.00 fee received: _____

Method of payment (circle one):

Cash Check# _____ Charge

Electrical required: _____

Donated merchandise received:

YES NO

Donated merchandise received: _____