

2011 Carlinville Christmas Market Exhibitor Application

www.CarlinvilleChristmasMarket.com

DATES

Friday, December 2 ~ 3 p.m. to 9 p.m.

Saturday, December 3 ~ 9 a.m. to 8 p.m.

Sunday, December 4 ~ 11 a.m. to 3 p.m.

LOCATION

On the Square in downtown Carlinville, Illinois.

APPLICATION PROCEDURE

Applicants must observe the following requirements:

1. Complete the application and submit it with at least three (3) photographs (or printouts) of your work along with your booth fee. **All of your wares must be hand-crafted by you and/or your partner.**
2. Mail application, photos and check to: Carlinville Christmas Market Foundation, P.O. Box 18, Carlinville, IL 62626.
3. APPLICATION DEADLINE: JULY 1, 2011.
4. Notification of acceptance will be mailed in August, 2011.
5. Refunds for any reason will not be made after November 1, 2011.

MARKET ENTRY FEE INFORMATION

Fees: **\$175 for 8'x8' booth; \$265 for 10'x12' booth; \$225 plus 10% of profits for a food booth.**

All applications submitted after July 1, 2011 will incur a \$50.00 late fee.

All arts and crafts booths are in heated tents and electricity is available at no additional cost.

EXHIBITOR RULES

- ✓ Check-in will begin at 8:00 a.m. on Friday, December 2, 2011 – exhibitors must check in and receive their packets **before** setting up. Donuts and Coffee will be provided by the Carlinville Chamber of Commerce from 8:00 a.m. to 10:00 a.m.
- ✓ After unloading and set up, all vehicles must be moved from the downtown square – designated parking will be provided.
- ✓ No electric heaters are allowed – the tents are heated with propane.
- ✓ There is no wall space for hanging items.
- ✓ Overnight security is provided Friday and Saturday nights.

LIABILITY

The Carlinville Christmas Market Foundation assumes no responsibility for damage of any kind at any time to artists' work and other personal property including damage due to theft or weather conditions.

FOR CHRISTMAS MARKET FOUNDATION USE ONLY

Date Rec'd. _____ Amt. Rec'd. \$ _____ Booth Size _____ x _____
Number of Booths _____ Booth Number(s) _____
_____ Ap. Accepted _____ Ap. Denied _____ Date Notified _____

2011 APPLICATION—CARLINVILLE CHRISTMAS MARKET

PLEASE PRINT LEGIBLY

First Time Exhibitor _____ I have participated in _____ (# of) Carlinville Christmas Markets

NAME _____

BUSINESS NAME _____

TELEPHONE _____ CELL PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

VEHICLE LICENSE PLATE # _____

Email: _____ website _____

HAND-CRAFTED MEDIA (Circle) Wood Crafts Apparel Jewelry Photography

Ceramics Needlework Dried/Silk Florals Painting

Other Media (specify) _____

FOOD - Please list all items on your menu and provide a list of cooking devices you will use (e.g., crockpots, roasters, etc.)

FOOD BOOTH: _____

ARTS/CRAFTS BOOTH(S): East Tent (\$175/space) 8'X8' _____ # OF SPACES: _____

West Tent (\$265/space) 10'X12' _____ # OF SPACES: _____

FOOD BOOTH (\$225 + 10% of profits): Size of your canopy/trailer _____ x _____

I DO _____ / DO NOT _____ give permission to release my contact info to the media.

Please return this form, Booth Fee, at least three (3) photos to: Carlinville Christmas Market Foundation, attn: Exhibitor Committee, P.O. Box 18, Carlinville, IL 62626. Make check payable to CCMF. Deadline is July 1, 2011. Acceptance into the 2011 Market does not guarantee acceptance into future Markets.

GENERAL RELEASE: The undersigned does forever discharge, release and hold harmless the CARLINVILLE CHRISTMAS MARKET FOUNDATION, its agents, representatives and assigns of and from any and all manner of action, suits, damages or claims whatsoever arising from any loss or damage to the person or property of the undersigned while in the possession or under supervision of the CARLINVILLE CHRISTMAS MARKET FOUNDATION and hereby consents to the enforcement of all rules of the Market as set out in the above information and in the letter of instruction to be mailed to accepted exhibitors.

APPLICANT'S SIGNATURE _____ Date _____