

LASALLE COUNTY HISTORICAL SOCIETY
CANAL MARKET
ANTIQUES & ARTISANS- 2018 VENDOR APPLICATION-Every
Sunday May-September (10:00 am until 4:00 pm)

NAME _____ CONTACT PERSON _____
STREET ADDRESS _____ EMAIL _____
CITY _____ STATE _____ ZIP _____ PHONE _____

CATEGORY OF ITEMS TO BE SOLD (Check):

_____ Antiques/Collectibles/Vintage _____ Homegrown/Homemade/Natural Items _____ Artisan Items

Provide a detailed description and picture of what you will be displaying. (For example: knitted items, woodworking, jewelry, furniture, glassware, artwork, garden produce, baked goods etc.) **We reserve the right to deny the sale of unundeclared items. Applications without this information will be returned.**

Option 1) Per Sunday Rental (excluding Holidays)

OUTDOOR--- _____ 10' X 10' --- \$10 (per day) _____ 10' X 20' -- \$15 (per day)

INDOOR --- _____ 8' X 20' --- \$25 (per day) _____ 16' X 20' -- \$40 (per day)

Check below the dates you wish to attend:

May 06 ___ May 13 ___ May 20 ___
June 03 ___ June 10 ___ June 17 ___ June 24 ___
July 08 ___ July 15 ___ July 22 ___ July 29 ___
Aug 05 ___ Aug 12 ___ Aug 19 ___ Aug 26 ___
Sept 09 ___ Sept 16 ___ Sept 23 ___ Sept 30 ___

Total dates elected: _____
Total dates x rate: \$ _____
Amount due LCHS: \$ _____

Option 2) Per Sunday/Holiday Rental

OUTDOOR-- _____ 10' x 10" -- \$25 (per day) _____ 10' X 20' - \$40 (per day)

INDOOR-- _____ 8' X 20' -- \$50 (per day) _____ 16' X 20' - \$75 (per day)

Check below the dates you wish to attend:

May 27 ___ July 01 ___ Sept 02 ___

Total dates elected: _____
Total dates x rate: \$ _____
Amount due LCHS: \$ _____

Option 3) Per Entire Season (All Sundays 05/07/17 thru 09/24)

OUTDOOR -- _____ 10' x 10" - \$200 (per season) _____ 10' x 20' - \$300 (per season)

INDOOR -- _____ 8' X 20" - \$400 (per season) _____ 16X 20' - \$600 (per season)

Please note: Booths must be open weekly to qualify for reduced rate

Amount due LCHS: \$ _____

VENDOR PAYMENT AMOUNT:

Total Due from Option 1: _____

Total Due from Option 2: _____

Total Due from Option 3: _____

Total Amount Due LCHS: _____

METHOD OF PAYMENT:

_____ **CHECK** (Payable to LaSalle County Historical Society)

_____ ***CREDIT CARD** (Complete form below)

***Credit Card Purchase Agreement**

Cardholder Name: _____ Card Number: _____

Visa _____ MasterCard _____ Expiration Date: (mm/yyyy) _____ Security Code _____ Amt: \$ _____

Cardholder Address: _____
Street/PO Box _____ City _____ State _____ Zip Code _____

I agree that this is a valid charge for the rental of a Vendor Space. If this charge is refused by the Card Company, after the initial authorization, for any reason, I agree to pay LaSalle County Historical Society (by cash, cashier's check or money order) the full amount within 10 days of notification.

Signature of Cardholder _____ Date _____

RETURN COMPLETED FORMS VIA:

Regular Mail (Checks): EVENTS c/o LaSalle County Historical Society, PO Box 278, Utica, IL 61373
Electronically: events.lchs@gmail.com

FORWARD QUESTIONS TO: events.lchs@gmail.com or call Museum @ 815-667-4861 or 815-343-5780

VISIT OUR WEBSITE (www.lasallecountymuseum.com) or FACEBOOK PAGE ([LaSalle County Historical Society](#))

For Office Use Only

Entered

Date

Initials

Accepted

Vendor Guidelines & Agreement Form – Must be read, signed and returned with application.

Canal Market 2018 – Every Sunday May through September

Vendor Guidelines:

The qualifications or limitations placed on vendors are the result of the LaSalle County Historical Society's (LCHS) desire to encourage homemade skills and crafts as well as feature quality antiques, treasures, and collectibles from the past.

- Preference is given to repeat vendors, residents of LaSalle County and to vendors with genuine homemade "Old Time" Items.
- Other than a designated Food Vendor, the only food items that may be sold in vendor booths are baked goods and homegrown items. Sale of water and regular soft drinks is not allowed from vendor booths.
- NO WEAPONS OR EXPLOSIVES OF ANY KIND ARE ALLOWED
- Vendors are expected to provide their own insurance; under no circumstances shall LCHS be liable for any direct, indirect, incidental, special or consequential damages resulting from any incident occurring at the Event.
- All vendors must unload or load their vehicle as quickly as possible. Vehicles must be parked as close as possible to vendor spaces so that other vendors may pass through. Unpacking of items & staging of rented space will take place after the vehicle has been moved to a parking area.
- Display areas within the designated areas are not to block vehicle or pedestrian traffic. Please be respectful of local property owners and residents.
- Vendors are responsible for keeping spaces clean during the market as well as final clean up after the Event.
- Vendors' spaces are to be open and manned during Event hours. NO EARLY BREAKDOWN, VENDORS WHO BREAK DOWN EARLY MAY NOT BE ABLE TO PARTICIPATE IN FUTURE SHOWS (WEATHER WILL BE CONSIDERED IN EARLY BREAKDOWN)
- The Canal Market building is an enclosed building with concrete flooring & limited electricity.
- No protection from rain, wind, etc. is provided (except vendors inside the Canal Market) so bring some protection with you. **WEIGHTS MUST BE USED TO SECURE TENTS.**
- Market hours are 10:00 am until 4:00 pm. At 5:00 pm., the site will close.
- Vendors not accepted will have their fee returned. Refunds for late cancellations may be given depending on the reason for cancelation & its effect on the Event. No Shows on the Day of the Event will not be granted a refund
- State sales tax must be paid according to IDRS provisions & is the responsibility of the vendor. Utica's rate is 6.5% We Reserve The Right To Accept OR Deny Any Vendor

I have thoroughly read the letter and guidelines for LCHS Vendors and agree to comply with all the terms, and to sign and abide by the liability disclaimer attached. I further understand that I may not sub-lease, sell or give away this space without written permission from the Festival Committee. An extra fee may be charged if I exceed my assigned space. I will maintain a neat and attractive booth within my designated area, and will prominently display the Vendor Permit at all times. I will be responsible for cleaning my area thoroughly after I close. I will try to carry out the heritage theme of the Event being presented by the LaSalle County Historical Society.

Date _____ Signed _____
Signature Required and Printed Name

I accept and assume full liability for any injury or loss to property, my agents, employees or me at any time and from any cause on the premises of the show. I expressly release the LaSalle County Historical Society, its employees, board, and volunteers, and the Village of North Utica, from any liability for such loss, injury or accident, and agree to provide and pay for my own insurance.

Date _____ Signed _____
Signature Required and Printed Name