

Office Use Only:

New Vendor: \_\_\_\_\_ Returning Vendor: # Yrs Participating \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Vendor# \_\_\_\_\_

Amt Paid: \$ \_\_\_\_\_

Method: Ck# \_\_\_\_\_

Credit Cd: \_\_\_\_\_

Rented Space: \_\_\_\_\_

Previous Yr \_\_\_\_\_

Current Yr \_\_\_\_\_

**LASALLE COUNTY HISTORICAL SOCIETY**  
**CHRISTMAS AT THE CANAL - NOVEMBER 25-26, 2017**  
**CANAL MARKET BUILDING 208 Clark Street, Utica, IL 61373**

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 any undeclared items. Applications without this information will not be processed.**

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

**INDOOR 8X20 STALL LIMITED SPACES AVAILABLE**

INDOOR STALL--- \_\_\_\_\_ 8' X 20' --- \$50  
 \_\_\_\_\_ 16' X 20' -- \$100  
 (WEEKEND PRICE)

INDOOR CENTER AISLE: \_\_\_\_\_ 8 X 4--\$25                      Amount due LCHS: \$ \_\_\_\_\_

**Option 2) OUTDOOR SPACES**

OUTDOOR-- \_\_\_\_\_ 10' x 10" -- \$5  
 OUTDOOR-- \_\_\_\_\_ 10' X 20' -- \$10

**VENDOR PAYMENT AMOUNT:**

Total Due from Option 1: \_\_\_\_\_  
Total Due from Option 2: \_\_\_\_\_  
**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](mailto:events.lchs@gmail.com)

FORWARD QUESTIONS TO: [events.lchs@gmail.com](mailto:events.lchs@gmail.com) or call Museum @ 815-667-4861 or 815-343-5780

VISIT OURWEBSITE ([www.lasallecountymuseum.com](http://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 2017 – CHRISTMAS AT THE CANAL - NOVEMBER 25-26, 2017**

**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 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. To allow air to move freely through the inside booths, side wall coverings (curtains, sheers, draperies, etc.) are only allowed on the rear ½ of each side wall.
- Vendors' spaces are to be open and manned during Event hours.
- 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. LCHS does have a limited supply of tables to rent for an \$8.00 fee. Vendors wishing to rent tables should notify LCHS in advance.
- Market hours are 10:00 am until 4:00 pm. At 6:00 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**