

# 2019 Holidays in the Heights Kris Kringle Market

## Crafter/Vendor Guidelines & Application

### Application Payment Deadline: September 30, 2019

The Holidays in the Heights Committee is seeking the highest quality vendors to participate in the Kris Kringle Market. The committee reserves the right to not accept applications for crafters/vendors that do not fit the purpose of the market.

### Market Information

- The Kris Kringle Market will be held on Friday, December 6 from 5:00 PM to 9:00 PM and December 7 from 1:00 PM to 7:00 PM in the Palos Heights Municipal parking lot at 12217 S. Harlem Avenue.
- Vendor load-in starts at 1:30 PM on December 6. Breakdown will begin at 7:00 PM on December 7. Any vendors who begin to breakdown before that time will not be invited back.
- Market is considered an outdoor event. Vendors will be located inside heated tents. Vendors should prepare for any expected weather.

### Guidelines:

- Vendor preference will be given to those with original and handmade items.
- Vendors may only display approved products at the market
- The \$85 entry fee will give you a 6' x 10' space with two chairs. Tables are available for rent for \$10. Electricity is available for \$15. An additional \$10 fee will be applied for a guaranteed wall space.
- Each vendor must supply their own table covering.
- Vendors will be responsible for their own sale and exchange of money, including credit card transactions. Wi-fi service will not be available.
- Very limited electrical outlets are available. Please indicate on form if you will need electric. Vendors will be responsible for providing their own extension cord. No refunds will be provided for vendors who do not bring an extension cord.

### Fees and Requirements:

- **Entry form and non-refundable fee of \$85 is due by September 30, 2019.** Please see above information and form for any additional fees.
- Vendors must submit the completed entry form along with 1 to 5 images of their work. Photos should include several examples of products. **The entry form and photos can be emailed to [info@palosareachamber.org](mailto:info@palosareachamber.org). Mail your check to Palos Area Chamber of Commerce, Attn: Kris Kringle Market, PO Box 138, Palos Heights, IL 60463.**
- Vendors may not sell additional categories of items that are not approved in advance.

For questions, please contact the **Palos Area Chamber** at **708-480-3025**, email:

**[info@palosareachamber.org](mailto:info@palosareachamber.org)**.

# 2019 Holidays in the Heights Kris Kringle Market

## Crafter/Vendor Application

The 2019 Kris Kringle Market will be held at the Palos Heights Municipal parking lot, 12217 S. Harlem Ave., on December 6, 2019 from 5:00 PM to 9:00 PM and December 7, 2019 from 1:00 PM – 7:00 PM.

- Application is due no later than September 30, 2019. Please also enclose a check for the \$85 non-refundable entry fee which includes a space and two chairs. Table rental is \$10, electricity is \$15, and a guaranteed wall space is an additional \$10.
- Mail this form and check payable to Palos Area Chamber of Commerce, Attn: Kris Kringle Market, PO Box 138, Palos Heights, IL 60463.

\$85 Entry fee

\$10 Table rental

\$15 Electricity

\$10 Wall space

Your application should include:

- 1 to 5 images of your work. Photos should include several examples of your work.
- Entry fee of \$85 and any additional fees

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_

Description of Products/Service: \_\_\_\_\_

\_\_\_\_\_

Applications are accepted on a first come, first served basis. Be advised that only one company will be accepted per table. The Kris Kringle Market committee reserves the right to not accept applications for crafters/vendors that do not fit the purpose of the market.