



Kris Kringle Market

2023 Vendor Application

The Holidays in the Heights Committee is seeking the highest quality vendors to participate in the 2023 Kris Kringle Market. The market will be held Friday, December 1 from 5:00 PM to 9:00 PM and December 2 from 10:00 AM to 5:00 PM in the Palos Heights Municipal parking lot located at 12217 S. Harlem Avenue.

The market is held inside a large, heated tent where visitors will find a variety of vendors for all their holiday gift-giving needs, along with a children's activity area, food vendors, and entertainment. The market wouldn't be complete without a visit with Santa!

The Kris Kringle Market Committee is currently accepting vendor applications from those who sell specialty/gift items like jewelry, apparel, candles, home and holiday décor, children's gifts, and more. This is a juried event and vendors with original and handmade items will be given preference. The committee reserves the right to not accept applications for crafters/vendors that do not fit the purpose of the market. Estimated attendance in 2022 was over 5,000 visitors throughout the weekend.

Interested vendors must submit the completed application along with 1 to 3 images of their work. Photos should include several examples of products. Applications are due by October 1, 2023. Submit your application and payment by October 15, 2023. Return completed application and photos to:

Palos Heights Parks and Recreation
Attn: Kara Case, Kris Kringle Market
6601 W. 127th St
Palos Heights, IL 60463.

Please read through the application in its entirety before returning.

For more information, please contact kcase@palosheights.org.

All vendor applicants will be notified of the status by October 15, 2023. All fees must be paid no later than October 31, 2023. Checks should be made payable to the City of Palos Heights.

2023 Holidays in the Heights Kris Kringle Market Vendor Application

The 2023 Kris Kringle Market will be held at the Palos Heights Municipal parking lot, 12217 S. Harlem Ave., on December 1, 2023, from 5:00 PM to 9:00 PM and December 2, 2023, from 10:00 AM – 5:00 PM. Please print clearly.

Booth space: 6' x 10' area. Includes two (2) chairs & 1 six foot table. **\$185**

New update for 2023 we will be providing one table and you are able to bring additional tables but must fit in the 6' X 10" area.

Applications and payments received by October 15, 2023!

Electricity: Limited electricity will be available. The electricity needs for the tent, heat, and lighting will receive priority. Any vendors needing electricity may request it for an additional **\$20 fee**. Vendors will be responsible for providing their own 100' extension cord. No refunds will be provided for vendors who do not bring an extension cord. Cords must be labeled with the vendor's name. Any cords not labeled will be removed by the event staff. Vendors are strictly forbidden from moving/removing cords from electric sources.

Wall space: Limited wall spaces will be made available to vendors who would like to guarantee a wall space. These limited spots can be requested for an additional **\$25 fee**.

Applicant Contact Name: _____

Business Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Detailed Description of Products & Price Points: _____

_____: Please initial - I have read and understand the application (including the additional information listed on page 3)

Applications are accepted on a first-come, first-served basis. Be advised that only one applicant will be accepted per table. The Kris Kringle Market Committee reserves the right to not accept applications for vendors that do not fit the purpose of the market. Once your application has been reviewed and accepted, you will be required to pay any fee balance within 14 days of notification. Please make checks payable to the City of Palos Heights. All fees must be paid no later than October 31, 2023.

2023 Holidays in the Heights Kris Kringle Market Additional Information

Market Dates & Times:

December 1, 2023, 5:00 PM-9:00 PM

December 2, 2023, 10:00 AM-5:00 PM

Vendor load-in begins at 2:00 PM on December 1. The breakdown will begin at 5:00 PM on December 2. Mandatory participation is required for both days of the event. Any vendor that does not show up for a scheduled market day or who begins to break down early, will not be invited back.

Juried Event:

This is a juried event and vendors with original, holiday-themed, and handmade items will be given preference. The committee reserves the right to not accept applications for vendors that do not fit the purpose of the market. Vendors may only display approved products at the market.

Refunds:

The 2023 Kris Kringle Market is a rain/shine/snow event. In the event the market committee feels it is necessary to cancel the holiday market prior to November 25, a 50 percent refund will be issued. Refunds will NOT be given for any other reason.

Booth Display/Space:

Merchandise and displays must remain within the designated vendor space and must remain out of designated walkways and must not block heating vents or fans. The Fire Marshall will inspect the venue and will ask any vendors in violation to move or remove the items. Event staff will monitor space during the event to ensure aisles are clear and heating elements are not blocked. Vendors are responsible for supplying their own table covering.

Weather:

The market is considered an outdoor event. Vendors will be located inside heated tents. Vendors should prepare for any expected weather. Please dress accordingly. Rainwater may flow over the parking surface inside the tents. Storage of items in plastic bins is encouraged. Refunds will not be issued due to cold temperatures.

Additional Guidelines:

Vendors will be responsible for their own sale and exchange of money, including credit card transactions.

Wi-Fi service will not be available.

Applications are due by October 1, 2023, and the fee of \$185 (plus any additional fees) is due by October 31, 2023, at the latest. Please see the above information and application for any additional fees.

Service animals are only allowed inside the tent.

Please contact kcase@palosheights.org for more information.