



Lancaster Liederkrantz Christkindlmarkt
 722 S. Chiques Road | Manheim, PA 17545
 Sunday, December 10, 2017
 12pm – 6pm

Vendor Application Form

The Lancaster Liederkrantz will hold its annual Christkindlmarkt on December 10, 2017. Our goal is to share our cultural heritage with the community through this free family-friendly event and give local artisans an opportunity to showcase their talents. Please complete the form below if you would like to participate.

Company Information:

Company Name: _____ DBA: _____

Mailing Address: _____

Phone: _____ Email: _____

Website: _____

Contact Information:

Name: _____ Title: _____

Phone: _____ Email: _____

Type of products:

- Art Crafts Greens Gifts Clothing/Accessories
 Pottery Games Jewelry Fabric Art Woodwork Home Goods
 Other _____

List of items to be sold: _____

Please include a digital photo of your products with your application for advertising purposes.

Vendor Fees:

Pavilion

3'x8' Table - \$35 (Non-Member) Number of tables required: _____

3'x8' Table - \$30 (Club Member) Number of tables required: _____ Member ID: _____

Extension Tent (Space only - no tables provided)

4'x8' Space - \$25 (Non-Member) Number of spaces required: _____

4'x8' Space - \$20 (Club Member) Number of spaces required: _____ Member ID: _____

Special Space Needs: Electric* - \$10

**There will be a \$10 surcharge for electric. Electricity is available on a limited, first come/first served base. Vendors must provide their own electrical cords and lights. Personal heaters are not permitted.*

Pavilion	Extension Tent 40x60
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Tables/Spaces will be arranged at the Liederkrantz's discretion.

Vendor Application Form (cont.)

Raffle Drawing

As a fundraiser for the Cultural Grant Fund, we are asking exhibitors to donate an item or basket to be used as part of a raffle. If you choose to donate, please provide us with a description of the donation:

Payment:

Method of Payment: Check* Cash

**Please make checks payable to the The Lancaster Liederkrantz*

Total Payment Enclosed : \$_____

Applications should be submitted by November 10 to lancasterliederkrantz@gmail.com or mailed to:

The Lancaster Liederkrantz
Attn: Christkindlmarket Committee
722 S. Chiques Road
Manheim, PA 17545

By completing this application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____ Signature: _____

Thank you for your interest in the Christkindlmarket at the Lancaster Liederkrantz. A completed application does not guarantee acceptance. Your application will be reviewed by the Committee and you will be notified by email within two weeks of the time we receive it. Please contact us if you have not received notification. For more information, please email lancasterliederkrantz@gmail.com.

Lancaster Liederkrantz Christkindlmarkt Terms and Conditions

1. **Setup/Break Down:** All vendors must be set up and ready to sell by 11:30 am the day of the Christkindlmarkt. Vendors may arrive by 9:00 am to begin set-up. Break down can start no sooner than 6:00pm and must be completed by 7:00 PM. No vendor is to close before the official closing time. Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** Vendor tables must be manned at all times and intact until 6:00 pm. The Liederkrantz is not responsible for merchandise or display materials.
3. **Vendor Responsibility:** Vendor is fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Liederkrantz disclaims any responsibility for same. Vendors shall be responsible for any damage that may be incurred to the facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of his employees and/or representatives.
4. **Vendor Spaces:** Vendor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come, first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
5. **One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval.
6. **Acceptance:** The Liederkrantz reserves the right to decline any application for space if it deems such action to be in the best interest club.
7. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event. The payment will be returned to the vendor only if the application is declined.
8. **Electricity:** Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Personal heaters are not permitted. The Liederkrantz will provide adequate lighting for all vendor areas.
9. **Music and Entertainment:** Both will be provided throughout the space.
10. **Tables:** Table(s) will be provided for each vendor under the Pavilion. Vendors who set up in the extension tent must provide their own tables. Chairs will not be provided.
11. **Cancellation of Space:** Application fees are not refundable. The Liederkrantz is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
12. **Cancellation of Event:** Fees shall be refunded in the case of event cancellation.