



**2018 Kids Only™ Holiday Shop
Vendor Application/Contract**

Vendor/Company _____

Contact Person _____

Address _____

City, State, Zip _____

Telephone: _____ Cell Phone: _____ Email: _____

Product Description _____

Website _____

_____ One table (6ft.x 4ft.) reserved at \$50.00 total

_____ Two tables (6ft.x4ft. each) reserved at \$100 total (***Must meet requirements listed below.**)

Variety of products and price points represented for two table request:

List of products: _____

Price points represented: (\$10 or less) _____

(*Please note, in order to reserve two tables, vendors must have a variety of products and price points. For example, vendors offering various products at \$2, \$5, \$7, and \$10 would be recognized as justifiable to occupy two tables at the holiday shop. A vendor offering only one or two products would be limited to one table. Space is limited based on vendor participation and all table allocations are at the discretion of Gorton Community Center.)

Application Due by Wednesday, November 14, 2018

Send to: Ann Wildman, Director of Special Events
Gorton Community Center
400 East Illinois Road
Lake Forest, IL 60045

Or email to: ann@gortoncenter.org

Or fax to: 847-234-4715

Be sure to submit:

1. Completed Application/Contract (this page)
2. Signed contract guidelines
3. One JPG image of your logo or brand (via email: ann@gortoncenter.org)
4. A check for your reserved table made out to Gorton Community Center or payment information below.

To pay using Visa or MasterCard please fill out section:

Company Name: _____
Visa or MC # _____ Exp Date _____
3-Digit Code _____
Please print name as appears on your card _____
Your Signature _____
Number of Tables: _____
Total Amount Charged: _____

2018 Kids Only™ Holiday Shop Guidelines

Wednesday, December 5th
2 pm – 6 pm

I agree to participate in Gorton Community Center’s Kids Only Holiday Shop, on the date listed above and will abide by all of the guidelines listed below:

DISPLAY POLICY

The tables are being offered at \$50 each. There is a two table maximum and approval is required for two tables. Each table will have 2 chairs. Gorton Community Center will grant tables in the order the applications are received and I will notify Ann Wildman, ann@gortoncenter.org, if there are changes to my request. Gorton Community Center will cover all tables with a red or green tablecloth. I am allowed to use other linens on top of the table to enhance my merchandise presentation.

MERCHANDISE POLICY

- I will display only merchandise that is described on the application/contract. I agree to have sufficient inventory for the duration of the Holiday Shop.
- The merchandise I sell will not retail for more than \$10; this amount will include tax.
- The merchandise purchased will be gift wrapped and tagged by Gorton Community Center volunteers.
- All sales will be cash sales.

RESERVATIONS & SPACE ASSIGNMENTS

- Applications must be received by the Gorton Community Center by November 15, 2018.
- Applicants must accept the space given to them by Gorton Community Center.

- Incomplete applications or those missing payment will not be processed until all items are submitted. All vendor merchandise must be listed and approved through the application process.
- Selection of vendors is at the discretion of the Gorton Community Center, based on the vendor's ability to enhance the overall offerings and shall be determined in a fair and equitable manner.

STAFFING/BREAKDOWN

On Wednesday, December 5, 2018, I agree to the following:

- I will staff my table from 1:30 p.m. to 6:00 p.m.
- I agree to break down my space no earlier than 6:00 p.m.
- I will complete break-down by 7:00 p.m.

FEES

When I submit the application/contract, I will also submit the non-refundable \$50 fee per table. **I understand that Gorton will accept vendors on a first come first served basis.**

By submitting my application and signing this guidelines document, I agree to participate in the 2018 Kids Only Holiday Shop and each of the above mentioned guidelines.

VENDOR SIGNATURE _____ **DATE** _____

VENDOR COMPANY _____

Gorton Community Center will take and may use photos and videos from this event for its promotional purposes. Your attendance indicates your consent to the above.