



# HOLIDAY MARKET

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Village of Shorewood!**

VILLAGE OF



**Shorewood**  
ILLINOIS

## **2023 Holiday Market Vendor Guidelines and Regulations**

The Village of Shorewood is seeking vendors for our holiday market, which will take place at Towne Center park near Village Hall. Our festivities will serve to provide entertainment for those visiting the holiday light display at Village hall and the Village Tree. The activities and fun we will include will help draw families to the event.

Please review the following guidelines and regulations in full before submitting your application. We had a very successful event in past years and we would like to continue that success.

### **MARKET LOCATION AND HOURS**

- This is an outdoor event (\*during winter\*).
- The Holiday Market will be located in the square near Village Hall (One Towne Center Blvd Shorewood IL 60404).
- Holiday Market dates and hours will be as follows:
  - **Friday December 1 - 4:00 PM to 8:00 PM**
  - **Saturday December 2 - 3:00 PM to 8:00 PM**
  - **Sunday December 3 - 12:00 PM to 5:00 PM**
- Vendors will be required to participate on all dates/times since this is just a weekend long event. If you need to have accommodations, contact the parks and recreation department.
- Vendors are required to be open during official operating hours listed above, despite any traffic, weather, or other concerns. There are no exceptions to this unless the market is canceled for the day by the Village of Shorewood.

### **TENT INFORMATION**

- The Village of Shorewood will provide tent space for each vendor measuring 10 feet by 10 feet. Each tent space will be walled on three of the four sides, with the front being open in order to sell to consumers. All tent spaces are equipped with lighting and access to power\*. You may request multiple 10X10 sections which we will place next to each other. Each 10X10 space is \$100 for entire weekend. Food trucks and trailers must list length of space needed in order for us to plan logistics. Food trailers will need to be unhitched and placed for weekend.
  - **\*POWER:** Power will only be made available to those who request it. Requests must be made in writing to the Village of Shorewood Parks and Recreation Department no later than November 17th. Approval of power is up to the Recreation & Events Manager.
- No structural modifications may be made to the tents, and if there is a need please address this with the Village of Shorewood.
- Vendors must provide any zip ties or other equipment that they would like to utilize in association with displaying their items.
- While we include access to power for some, use of any electrical appliances must be approved by the Village of Shorewood to ensure we do not exceed the total available power. Please note in application how many watts.
- All vendor locations will be solely determined at the discretion of the Village of Shorewood. We will not take requests from anyone on where they would like to be located. We plan locations of all vendors due to power needs and flow of the event.

### **SECURITY**

- If a vendor prefers they are welcome to leave merchandise within their assigned tent. At the end of each night we place a barrier in front of the vendor space during the hours it will not be in use.
- Police will be on patrol throughout the market area intermittently during the event dates. More security may be requested in special requests section in application.
- THE VILLAGE OF SHOREWOOD IS NOT RESPONSIBLE FOR LOST OR STOLEN MERCHANDISE.

### **OTHER**

- Due to limited space, not all vendor applications will be accepted. We reserve the right to limit the number of vendors selling similar wares. Our goal is to provide an interesting, diverse, and balanced market.
- Photos of recent work that is representative of what will be sold at the market are requested with submission of your application.
- The subletting of tent space is not permitted.
- Any vendors selling food will be required to obtain the appropriate permits from the Will County Health Department.
- Any vendor selling alcohol needs to get proper approval through Village of Shorewood and the State of Illinois.
- If requested by Village of Shorewood you may need to provide a Certificate of Insurance naming the Village of Shorewood as additionally insured.
- Per Fire Code, Heaters of any kind are not allowed inside tent spaces.

## 2023 Holiday Market Application

Business Name:	
Contact Name:	
Email:	
Cell Phone:	
Emergency Contact info:	
Business Address: (Invoice will be sent here)	
How many 10X10 spaces: (\$100 per space) Food trucks and trailers please list length of setup.	
Items to sell: <i>(Please attach images to application)</i>	
Selling food or beverage? (Please make sure to obtain proper permits)	
Business Website/Facebook/Instagram/Etsy: (info will be used for advertising)	
Do you need power? If so how many watts? (Power will be extremely limited and only for necessary items)	
Special Requests:	

By signing below I agree I have read the guidelines and regulations for this event. I understand that sending this application in does not guarantee me a spot at the market and I will receive a separate communication of approval.

**Signature:**

**Date:**

*Invoice will be sent to business address provided above.*

**Village of Shorewood Parks and Recreation Department**

One Towne Center Blvd. Shorewood, IL. 60404

Phone: 815-741-7710

Fax: 815-744-6766

Email: parks@vil.shorewood.il.us

# *Shorewood Holiday Market 2023*

