



HOLIDAY HOUSEWALK & MARKET

FOR HEALTHY KIDS



OAK PARK
RIVER FOREST
Infant
Welfare
Society

Children's Clinic • Portable Dentistry • Health Education

April 15, 2019

Dear Vendors,

We are so excited to have your participation at the Annual Oak Park River Forest Infant Welfare Society's Holiday Housewalk and Market, benefiting the IWS Children's Clinic! This year the Holiday Market will again be held at the **19th Century Club, 178 Forest Ave, Oak Park, IL 60301 on December 5 through December 7:**

Thursday December 5th	9 am – 5 pm Vendor move in/set up 6 pm – 9:30 pm Market hours for the Opening Night Party
Friday December 6th	4 pm – 9 pm Market hours Housewalk hours: 5 pm – 9 pm
Saturday December 7th	11 am – 4:30 pm Market hours Housewalk hours: 12 pm-4 pm 4:30 pm-7 pm Vendor teardown

Your Holiday Market Vendor Coordinator is Hope Jaeger, hb7926@aol.com, 773-544-2679 - she can assist you with any needs through November 30th.

Our venue requires a Certificate of Insurance for gourmet vendors. Please have it sent to the Oak Park River Forest Infant Welfare Society, 320 Lake Street, Oak Park, IL 60302 and name the following as additional insured: The 19th Century Club, 178 Forest Ave, Oak Park, IL 60301 and the Oak Park River Forest Infant Welfare Society, 320 Lake Street, Oak Park, IL 60302.

Vendor parking is available in the garage next door to the Club. Snacks and beverages will be available for purchase onsite and at a variety of restaurants within walking distance of the venue. A security guard will be present during the Market hours. Vendors are responsible for their own booth display i.e.: table coverings, table skirts decorations, lighting. Each vendor agrees to comply with the following rules and regulations: Nails and tacks shall not be put into walls or moldings. Tape of any kind cannot be used on the ballroom hardwood floor, with the exception of blue painter's tape or low residue duct tape. Candles are not permitted. The Club will not be responsible for the loss or damage of any personal property belonging to the vendors or guests. No smoking is permitted in the building. No alcohol may be brought into the building. No items may be placed on the piano.

We collect 15% of your pretax sales including any special orders taken during the Market. We will provide you with a Vendor Sales Record form on which to record your sales. At the start of each day you will receive a total of the previous day's sales for verification. Settlement is required at the close of market. Cash or checks are acceptable for payment.

OPRF IWS directly markets the event to more than 5,000 people on its Holiday House Walk marketing list. Please include the OPRF IWS link on your website: www.childrensclinicIWS.org. OPRF IWS will provide you with a Holiday Market invitation that you can email to your customers. Vendors will also have their own dedicated section on the IWS site and be featured on the IWS Facebook page and the IWS Children's Clinic website at childrensclinicinc.org. Remember to "Like" us!



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2019 OPRF IWS Holiday Housewalk & Market Vendor Agreement

Please return this completed form with your nonrefundable booth fee by September 1st

1. Business name: _____
2. Contact name: _____
3. Address: _____
4. Business phone: _____
5. Cell phone: _____
6. Email: _____
7. Website: _____

8. Please select a booth size(s):

6' x 8' booth, includes one 6'x30" table and one chair:	#	x \$190:	\$_____
10' x 8' booth, includes two 6'x30" tables and two chairs:	#	x \$215:	\$_____
12' x 8' booth, includes three 6'x30" tables and two chairs:	#	x \$230:	\$_____

9. Preview Party tickets: Vendors receive one ticket per booth (alcohol not included)

1 additional ticket x \$10: \$_____

10. Total fees due: Booth and any Preview Party tickets: \$_____

11. Do you need electricity at your booth? _____ Yes _____ No. You must provide your own extension cords.

12. Please indicate your desired move-in hour (i.e.: 1-M) and any special location requests:

These requests are not guaranteed and are assigned on a first come, first served basis

15. Please email 1-3 high res photos of your work to Hope Jaeger, hb7926@aol.com to be used for promotion of the Holiday Housewalk & Market and your participation on the event site.



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16. Please write a BRIEF description of your work to be included in the Guidebook:

17. Mail all 3 pages of this contract and a check made out to the OPRF Infant Welfare Society and send to OPRF Infant Welfare Society 320 Lake St Oak Park IL 60302.

The OPRF IWS Holiday House Walk Market consists of independent vendors, each responsible for his or her own merchandise, liability, claims, damages, losses and expenses. The undersigned vendor agrees not to bring any claim of any nature whatsoever against the OPRF IWS or its members, 19th Century Club, or any of their respective representatives or agents, and further agrees to hold harmless and indemnify the OPRF IWS, its members, 19th Century Club, and any of their respective representatives or agents from and against any and all liability claims, loss, damage and expenses to any persons or property in connection with the OPRF IWS Holiday House Walk Market to which this agreement relates, and arising out of any act or omission of the vendor, or any of its agents or employees. Vendor agrees that he or she will be solely responsible for any damage, loss or theft of any items which are the property of the vendor, and further agrees that the OPRF IWS, its members, 19th Century Club, and any of their respective representatives or agents will not be responsible for any such loss, damage or theft of property of vendor.

By signing and dating below you agree to comply with all the information in this Vendor Agreement:

OPRF INFANT WELFARE SOCIETY MARKET/VENDOR CHAIR

Date

Vendor

Date