



Chicago 2018 Gathering

Sweet Home Chicago

Marketplace Table Guidelines

On behalf of the Marketplace Committee for the 2018 Chicago Gathering, we would like to extend an invitation to you to participate as a Merchandise Vendor in our "Marketplace". Our event will be held at the Crown Plaza Chicago O'Hare in Rosemont, IL on Friday, September 28, 2018 and Saturday, September 29, 2018.

The Marketplace will be open from 9:00 a.m. to 5:00 p.m. on Friday, September 28, and from 9:00 a.m. to 4:00 p.m. on Saturday, September 29.

The following are the Marketplace Guidelines and Requirements:

1. The Marketplace is for the sale of retired Department 56 products and items related to enhancing village displays only. No current Department 56 lighted houses or related accessories shall be sold. Pieces must be of good quality. Items that are damaged or missing parts should be clearly marked on the sale tags. Bad pieces should not be brought to the Marketplace. **NOTE: There will be one vendor not selling village essentials, but has been asked back due to the response from our gathering in 2012.**
2. Setup time is on Thursday, September 27, 2018 after 6:00 p.m., and breakdown is Saturday September 29, 2018 after 4:00 p.m.
3. The cost will be \$90.00 per table for the weekend (one or two days). Tables are six (6) feet in length. Table assignments will be included in your information packet. **NO MOVING** of tables is permitted for any reason.
4. Vendors are responsible for collecting and reporting all sales tax. Vendors agree to abide by all city, county and state laws; fire safety codes; and to comply with regulations of the host hotel.
5. One free sign will be provided to each Vendor and all Vendors will be listed in the program booklet.
6. All Vendors will be required to contribute a door prize with a minimum value of \$50.00. The item(s) must be donated before 9:00 a.m. Friday, September 28, 2018.
7. Security will be provided for after hours. Each vendor is responsible for the security of his/her own products while the doors are open to the attendees.
8. All transactions are between the buyer and the seller. The Chicago Gathering assumes no responsibility for the credit worthiness of any individual in attendance.

Activities planned for the three-day event will be included in your information packets. Any time changes as to set-up or take down will be listed on our website www.chicagogathering.org or contact Greg or Judy Rekar at 708-460-9597 or cpg721@aol.com.

Mail Application, Guidelines Form and check (made payable to Chicago Gathering) by **August 24, 2018:**

Judy/Gregory Rekar
15221 Windsor Drive
Orland Park IL 60462

A signed Guidelines Form must accompany the signed Application, and must be received **no later than August 24, 2018.**

I understand and am in agreement with the guidelines stated above for the Chicago Gathering Marketplace. I understand that should I not comply with any of the above guidelines, the Chicago Gathering has the right to remove me from the "Marketplace" with **NO REFUND.**

Signature: _____ Date: _____