



TREE LIGHTING & HOLIDAY MARKET

FOOD/MERCHANDISE VENDOR CONTRACT

THIS AGREEMENT is dated _____ between _____ and the Village of Palos Park.
(NAME OF VENDOR)

BUSINESS/GROUP NAME: _____

ADDRESS: _____
(Please include City, State & Zip Code)

TELEPHONE #: _____ **EMAIL:** _____

SIGNATURE: _____ **Date:** _____

By signing you understand and agree to the terms of this contract.

IN CONSIDERATION of the mutual covenants and conditions hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Event Characteristics. The **Village Tree Lighting and Holiday Market** will be held on Friday, December 6, 2019. Hours of business will be 5:00 pm to 9:00 pm. This event will provide the opportunity for area residents to do some early holiday shopping, visit with neighbors, and get to know local businesses. The local business community provides many options for shopping and services right here in the Village of Palos Park. Food vendors and the merchant vendors will be located in the Recreation Center. The event will feature the arrival of Santa, the official tree lighting, local entertainment, bon fire, and hayrack rides.

Electrical Needs. Electricity is limited. The Village of Palos Park has 110 volt electrical outlets available on a first come, first served basis for \$10 each outlet. Please list all appliances and lighting you intend to use. If you choose to add to this list later, you must submit a written request indicating and additional needs. The Village of Palos Park reserves the right to limit the amount of electrical usage.

Appliance #1 _____ Voltage _____ Amps _____

Appliance #2 _____ Voltage _____ Amps _____

Certificate of Insurance. The Village of Palos Park requires a Certificate of Insurance from each vendor prior to set up for the **Village Tree Lighting and Holiday Market**. The Certificate of Insurance must indicate the name of the policy holder, policy number, with General Liability coverage of \$1,000,000 and \$2,000,000 aggregate, effective term of the policy, and date of the event. The certificate must name the **Village of Palos Park and its officers, agents and employees** as an additional insured with said insurance policy being primary to any insurance coverage provided by the Village of Palos Park. **Proof of insurance is required by Friday, November 29, 2019.** For our non-business vendors, please fill out and sign the Hold Harmless agreement attached.

Vendor Assignment. The Village of Palos Park will assign 1 – 10'x10' (approximate) vendor space in its sole discretion, taking into consideration the electrical needs and menu/merchandise items of the vendors. In order to maintain a variety of vendors, event staff reserves the right to accept or deny applications based on event needs. Please know that various categories of merchandise will be limited to ensure a quality and well-balanced event.
Special requests will be considered, but cannot be guaranteed.

Description of Product / Services. Vendors must list your **Menu/Merchandise Items** below (This prevents duplications in food/merchandise items and maximizes your sales). Changes or additions in items to be sold from original approved booth application must be submitted to Event Coordinator for approval. Changes or additions may be denied based on other approved vendor applications to continue variety of show.

Featured Menu/Merchandise Items: _____

Equipment. The Village of Palos Park will supply one (1) six/eight foot table and two (2) chairs. Vendor will set up its own food/merchandise items and other items needed to participate in the **Village Tree Lighting and Holiday Market.**

****NO TENTS ARE ALLOWED****

Time. Vendor is expected to be set up and ready for business by 4:00 pm on Friday, December 6, 2019.

Refuse. Vendor is responsible for all refuse to be disposed of in dumpsters and/or carts supplied by the Village of Palos Park.

Compensation for Participation. Price will be \$50.00 per table in Gymnasium. Price will be \$40.00 per table in Community Room. The total amount is due at time contract is submitted, to reserve your place in the **Village Tree Lighting and Holiday Market. Vendor spaces will not be held or reserved without payment.** Payment methods include cash, check, or credit card. Vendor applications will be accepted and reviewed on a first come, first serve basis. Vendors will be informed of acceptance/denial into the Holiday Market. Do not assume that submission of application guarantees you a space in the Holiday Market. Approved vendors will receive email confirmation including payment receipt.

Relationship of Parties. It is understood by the parties that the Vendor is an independent contractor with respect to the Village of Palos Park and is not an employee of the Village of Palos Park.

Entire Agreement. This Agreement contains the entire agreement of the parties, and holds no other promises or conditions in any other agreement whether oral or written.

Indemnification. Vendor hereby agrees to indemnify and hold the Village of Palos Park and its officers, agents and employees harmless against any and all losses, liabilities, claims, damages, and costs on expenses that either may occur in any way by the Vendor's participation in the **Village Tree Lighting and Holiday Market.**

Accepted and Agreed by: _____

<u>Payment Options:</u>		Total: \$ _____
Please circle method of payment: Check # _____ (Make checks payable to Village of Palos Park)		
Gymnasium- _____ Community Room- _____		
Cash	MasterCard	Visa American Express Discover
Card #: _____		Expiration Date: _____ Security Code: _____
I agree to pay the amount charged to the card listed above in accordance with the card issuer agreement. (If applicable) I do hereby fully release and discharge the Village of Palos Park and its officers, agents, and employees from any and all claims from injuries, including death, damage or loss which I or my minor child/ward may have or which may occur on account of participation in the program. I also give my permission for any photographs/videos of me/my child/ward taken by the recreation department at a class/program/event to be used for publicity purposes.		
_____ Signature of Cardholder		_____ Cardholder name

You may fax this completed contract to 708-671-3767 or mail completed contract and payment to:

If you have any questions, please call 708-671-3762.

Village of Palos Park **Attn: Donny Pisano**
8901 West 123rd Street
Palos Park, IL 60464



Office Use Only				
Account	Cash	CC	Check #: _____	Amount: \$ _____
			Date: _____	Staff: _____