

Chesterton's European Market

2009 Season



Background Information:

Chesterton's European Market premiered in 2003 and is run by the Chesterton/Duneland Chamber of Commerce. The Market is held every Saturday beginning the last Saturday in May through the end of October, (rain or shine) 8:00 am to 2:00 pm. in downtown Chesterton. The Market is located in the parking lot of the Chesterton/Duneland Chamber of Commerce at 220 Broadway, continuing onto 3rd Street and overflowing into Thomas Park. The Market attracts vendors selling a broad array of goods. You will find ethnic and gourmet foods, baked goods such as artisan bread and pastries, freshly made crepes, spices, organic produce, fresh flowers, produce from local farmers and orchards, rare books, cheeses, handmade soaps, lotions and oils, jewelry, candles, pottery, clothing & accessories, children's book and toys, fine art and pet products are just a few of the items found at this market. New vendors come each week so this is a Market you will want to visit frequently.

Vendor Information:

EZ Up Canopies measuring 10' x 10' are encouraged. The market has a limited number of tents available to rent at the rate of \$10.00 per week. Tents must be returned in good condition. Vendors are responsible put up their own tent, take it down and put it a way in the shed at the end of the day Saturday. Vendors may set up as early as 6:00 am Saturday morning and set up must be complete by 8:00 am. For safety reasons no vehicles will be allowed in the booth area after 7:30 am. Late arrivals may be turned away at the discretion of the Market management until the following week. Electricity is available on a limited basis: water and portable toilets are also available.

Criteria:

This is a juried market. Vendor applicants may be required to provide photographs of their products before final approval is granted. Quality and appropriateness will be the factors used by the Board of Directors to determine vendor eligibility. After being approved if vendors sell additional items that have not been approved, Market management may request those items be removed from their booth. Vendor categories are limited to allow an even distribution of goods and allow existing vendor success. Home based businesses, political, and solicitation booths are not permitted. This is cash & carry Market.

Booth space reservations:

Vendors may reserve a specific space in the market by paying for the season in advance. This pre-paid status is referred to as "Season Vendor" and is the only way to reserve a specific space. Market management reserves the right to change any vendor location if necessary. Requests for available remaining spaces will be considered by Market management who will do their best to accommodate preferences.

Season Vendor:

To qualify to be a Season Vendor, a vendor must pay for the entire 22 week season in advance. By doing so, Vendors will receive a 5% discount on booth rental. If a Season Vendor requires tent rental there is no discount on tent rental fees. Market management reserves the right to reassign booth space if market layout changes due to increased vendor participation or any other unforeseen reason. Season Vendor will be consulted to reassign space. Vendors requiring electricity are limited to the "west aisle" and vendors requiring their vehicle nearby must discuss their requirements with the Market Manager in advance so appropriate arrangements can be made.

Part-time Vendor:

A Part Time Vendor is a vendor who chooses to pay for a booth weekly. This part-time status remains even if the vendor attends every Saturday all season. A vendor who does this will be referred to as a **Part-Time Regular Vendor**.

Fees:

10' x 10' booth rental for vendors will be \$ 40.00 weekly with the exception of Chamber members and farmers who will be charged \$35 weekly per booth space. Vendors may rent more space at an additional cost. The weekly fee is payable to the Market Manager one week in advance to reserve a spot or tent. **Tent rental is an additional \$10.00 weekly.** There will be no refund for weeks missed. If you pay by check, it should be made payable to Chesterton's European Market. Returned checks will be assessed a \$20.00 NSF fee.

Example of Seasonal Vendor Fee's

Season Vendor \$40 X 22 weeks=\$880 (5% discount) =\$836.00

Tent Rental \$10 X 22 weeks=\$220.00

TOTAL \$1056.00

Chamber Members/Farmers \$35 X 22 weeks=\$770 (5%discount) =\$731.50

Tent Rental \$10 X 22 weeks=\$220.00

TOTAL \$951.50

Application Instructions:

New Vendors must submit ONE of the following items with the completed vendor application.

Renewing vendors still are required to submit a new application but do not need to provide tax or social security information.

NEW VENDORS

1. A copy of ONE of the following:
 - a. Federal tax Identification
 - b. State Tax Identification
 - c. Social Security Card
2. A completed application
3. **\$40.00 advance payment or \$50.00 if you require tent rental, for your first week or payment in full to be "Season Vendor".**

FOOD CONCESSION / PRODUCE VENDORS

A current Health Permit from Porter County, IN

Health permit information can be obtained from the Porter County Health Department, Porter County Administration Building, 155 Indiana Ave., Valparaiso, IN 46383. Telephone number (219)465-3525

Market Manager Contact information:

Heather Ennis
220 Broadway
Chesterton, IN 46304
hennis@chestertonchamber.org
www.chestertonseuropeanmarket.com
Phone: (219) 926-5513

Chesterton's European Market 2009 Vendor Application

Name _____

(Please Print)

Business Name _____

E-mail Address _____

Street Address _____

City _____ State _____ Zip _____

Home telephone# _____

Cell or Business telephone # _____

I have included a copy of my _____ Federal Tax ID

_____ State Tax ID

_____ Social Security

Please circle the category that best describes the items that you will be selling at the market

Produce Food Jewelry Plants Herbs Fresh Flowers Art Clothing Other

Please describe the items that you sell in detail

I wish to rent for a 22 week period _____

I wish to rent weekly _____

I would like to rent a tent _____

I require electricity _____

I require a water source nearby _____

Signature _____ Date _____

Mail application to:

Heather Ennis

220 Broadway

Chesterton, IN 46304

Or email

hennis@chestertonchamber.org

Phone: (219) 926-5513

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