



Chesterton's European Market

2012 Vendor Application

Please read the below information, rules of operation, and application instructions before signing and remitting the application.

Savor the Day. Bask in the Ambiance. Enjoy the Experience.

Market Information

Chesterton's European Market premiered in 2003 and is organized by the Chesterton/Duneland Chamber of Commerce. The Market is held every consecutive Saturday beginning the first Saturday in May through the last Saturday of October, 8:00 am to 2:00 pm in downtown Chesterton. The market is a rain or shine event every Saturday except for the third Saturday in September (Oz Fest). 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 Centennial Park. The Market attracts vendors selling a broad array of goods. You will find ethnic and gourmet foods, baked goods such as artisan breads 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 books and toys, fine art, pet products and much more. Our Management is committed to providing the best customer and vendor experience available while maintaining a professional and organized artisan's market.

Rules of Operation

I. Application Process

- I.0 The European Market is a Cash & Carry only market.
- I.1 All potential and current vendors must remit an application on an annual basis and provide a full list of products intended to sell for the entire season. Vendors needing to edit/add to approved list may contact the Market Manager throughout the season.
- I.2 The European Market is a juried Market. The Market Jury consists of community and Chamber members to best manage the Market and decide upon the quality and types of products needed at the Market. The Market reserves the right to disallow any vendor not following regulations and may ask any vendor to not sell any particular item.
- I.3 There is no vendor seniority or space reservations at this Market. Special consideration is given to seasonal vendors who pay for the season in advance.
- I.4 Vendors are not required to be seasonal and may come, once approved, as they are able. However, they must give Market Management advance notice in order to secure a spot.
- I.5 All approval is on a tentative basis, and vendors are required to follow Market rules and regulations.
- I.6 Inspection of Vendor's farm by market management may occur as a condition of selling at the market.

I. Booth Space

- II.1 Booth space is 10 feet by 10 feet and designated by numbers. The Market Management will notify you of your number upon arrival.

II.2 The European Market can accommodate up to 105 vendors and generally sells out on holiday weekends. It is strongly encouraged vendors notify Market Management if they plan to come multiple days in advance.

II.3 White or tan 10X10 Canopies are required. Vendors must bring own proper weight systems.

II.4 The European Market offers the opportunity to rent a tent but will revoke privileges if returned damaged.

II. Set up, Take Down & Market Hours

II.1 The European Market is every consecutive Saturday, aside from the third Saturday in September (Oz Fest), May through October 8am to 2pm.

II.2 We are a rain or shine market, thus, we will not be closed unless the weather threatens danger to our vendors and shoppers.

II.3 Set up takes place as early as 6am. Vendors are required to be set up and ready to sell by 7:45am.

II.4 Vehicles are not permitted on the lot or 3rd Street past 7:30am. Barricades are put in place for the safety of shoppers and vendors and can only be moved by Market Management.

II.5 Parking is available behind the Chamber of Commerce and along the side streets in Downtown Chesterton. Parking on Broadway or other businesses' parking lots is extremely prohibited and vendors in violation risk towing and market suspension.

II.6 Vendors may only begin taking down at 2pm. Please be courteous and safety-conscious while taking down. Vendors are required to break down boxes when disposing.

III. Vendor Conduct

IV.1 Hawking, outcries or other methods of attracting the attention of customers is prohibited.

IV.2 The European Market is a high-end shopping experience and requires vendors maintain appearance, proper hygiene, quality product presentation, respectful conduct and language to shoppers, management and each other.

IV.3 Smoking and drinking alcoholic beverages within your booth space is prohibited. Soliciting others outside of your booth space is prohibited.

IV.4 Vendors are required to keep area clean and free of debris. Vendors must dispose of any water in the park and not down manholes in the parking lot.

IV.5 Vendors must sell within space allotted.

IV.6 Vendors must comply with all current state, city, county licensing and laws (i.e. Health department, Tax ID).

IV.7 Vendors are allowed 3 No Shows (said coming, no call or message left of cancellation) before they are removed from the market.

IV. Fees & Seasonal Vendors

V.1 Booth rental for a regular 10 X 10 space is \$40 weekly, \$45 for electricity and \$35 for farmers and Chamber members. Vendors may choose what week they wish to attend and may pay that day.

V.2 Rent collection takes place at the discretion of the Market Management on the Saturday if vendors do not remit payment before 10:30am to the Information Booth.

V.3 Seasonal vendors must remit payment for the full season prior to May 5, 2012. Check can be made payable to Chesterton's European Market.

V.4 Seasonal vendors receive a 7% discount for their booth fees for the entire 25 week season as well as a guaranteed space.

V.5 Tent rental is \$10 per day rented, on a first come first serve basis. Vendors may be required to purchase own tent based on availability.

**If you are running late, need to cancel or have any questions, please contact the
Chesterton-Duneland Chamber of Commerce via (219) 926-5513 or
via email info@chestertonchamber.org.**

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Application Instructions:

Thank you for reviewing our Rules & Regulations and your interest in being a part of Chesterton's European Market. Payment is not necessary to accompany this application. We respect your privacy and any information provided will not be distributed. Applications may be faxed to (219) 926-7593 or mailed to 220 Broadway, Chesterton, IN 46304.

Name _____

(Please Print)

Business Name _____

E-mail Address _____

(Please include for updates on Market events and memos)

Street Address _____

City _____ State _____ Zip _____

Primary Telephone _____

Secondary Telephone _____

I have included a copy of my _____ State Tax ID _____ Federal Tax ID _____ Social Security

Seasonal Vendor (25 weeks) _____

Regular Vendor _____

I would like to rent a tent (\$10 per day) _____

Seasonal Vendor Pricing

\$40 X 25 weeks= \$1000 (less 7% discount) =\$930

Chamber Members & Farmers

\$35 X 25 weeks=\$875 (less 7% discount) =\$813.75

Please Describe Your Product in Detail

Be specific. An example of an unacceptable description: jewelry & accessories. An acceptable description: Beach glass wire necklaces, bracelets and alpaca scarves. Please include additional documents and pictures if needed.

I hereby verify that the above information is true and accurate. I have read, understand, and agree to all provisions in the market rules and acknowledge to only sell the products listed above. I acknowledge the sole authority of the Jury and Market Management to enforce & interpret policies and procedures. If accepted, I agree to abide and represent the European Market to the best of my ability.

Signature: _____ Date _____