



## **Vendor Information and Application**

February 15, 2018

**Event Name:** The 2018 Northbrook Sidewalk Sale

**Where:** At the Shops of Downtown Northbrook (1127 Church Street, Northbrook)

**Event Date:** Friday, July 6 and Saturday, July 7, 2018

**Times:** Friday 9AM-3PM and Saturday 9AM-3PM

Dear Vendor,

We are very excited to have you as part of the Shops of Downtown Northbrook Sidewalk Sale event and this document should serve as your guideline for application, our procedures, and set up. In 2018, we are focused on balancing outside vendors with our vendors and community non-profit organizations that offer our residents an authentic hometown feeling. We look forward to working with you and producing an event that is well attended and a success for your business.

**Registration:** Please complete the enclosed application and turn it back as soon as possible. The deadline for receiving applications is **Friday, June 1<sup>st</sup>**. The application will be reviewed for entry into the event and confirmation will be communicated as soon as you have been approved. It is advised that you turn in application as early as possible to help secure your spot in the event.

**Registration Fees:** All Vendors (non-profits are free) are required to vend on both event days, Friday the 6th and Saturday the 7th. The cost of your booth space will be \$120 per 10 \* 10 area.

**Booth Space:** The size of the booths will be approximately 10 feet in length with a 10 foot depth. Because of the irregularity of the store fronts, this may vary a bit. If you are interested in a double space at double cost, please note that below. We will be laying out the locations to best suit the needs of the merchants and the flow of the event. Your space will be sent to you with an event map by July 2nd.

If you are bringing a tent, you will need to bring sand bags and/or some weights to put on the legs of tent. It is recommended that you have approximately 20 pounds of weight per leg on the tent.

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please Circle One: I am an: Outside Vendor/ Non- Profit Organization

Merchandise/Service to be sold (or info on non-profit organization):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Average price range of your merchandise/ service: \_\_\_\_\_

Are you interested in sponsoring an outside activity or donating merchandise for the raffle at the event: Yes/ No Please specify: \_\_\_\_\_?

Sponsorship: If interested in sponsoring an area, please contact Marie (773) 398-6488. Sponsorship packages begin at \$500 (includes booth fee, logo signage).

Table Rentals- Price is \$15 per table. Need to Rent: Yes / No	How Many_____
Chairs- Price is \$5 per chair. Need to Rent: Yes/ No	How Many_____

Payment Instructions: Please send your \$120 check (& any rental fees) made out to The Northbrook Shopping Plaza Merchants Association, % Sunset Foods, 1127 Church Street, Northbrook IL, 60062. Should you not be approved, your check will be returned.

Contact: Please direct any questions to Marie (773) 398-6488 or marie53097@yahoo.com

#### **EVENT RULES**

- No table sharing unless specified in your application.
- No early breakdown – your booth must be operational the entire event.
- This is a rain or shine event. You will not receive a refund if it rains.
- You are responsible for the safety of your booth and your booth tables. We will not be providing overnight security.
- Business insurance certs required and signature of our release and liability waiver
- You must provide us with day of contact information.