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[🎄](https://emojipedia.org/christmas-tree/)**Event Info:**

* Date: Saturday, December 3, 2022
* Time: 11 a.m. to 7 p.m.
* Location: St. Paul Lutheran Church, Courthouse Square, Hillsboro, Illinois
* Complete this form and pay online at imaginehillsboro.com/events-registration

[🎄](https://emojipedia.org/christmas-tree/)***Vendor Application:***

Vendor Name/Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IL Department of Revenue tax account number (if you have one): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items to be sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[🎄](https://emojipedia.org/christmas-tree/)***Contact Information:***

Contact Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[🎄](https://emojipedia.org/christmas-tree/)***Vendor Agreement:***

* *Setup will take place on Friday, December 2, from 4:00pm. to 6:30 p.m. -or- Saturday, December 3 9:00 a.m. to 11:00 a.m. Takedown will begin at 7:00 p.m. and must be completed by 8:30 p.m. Saturday, December 3rd.*
* *Vendors are responsible for collecting and remitting sales taxes. A special event sales tax form will be provided. You do not have to have an Illinois Department of Revenue tax account number to sell items at this event.*
* *Food vendors must obtain and display any permits required by the Montgomery County Health Department or any other government entities.*
* *Spaces will be assigned by event volunteers on the morning of the event.*
* *Submission of this application does not guarantee acceptance. Imagine Hillsboro reserves the right to reject any application.*
* *Imagine Hillsboro does not guarantee exclusivity of products.*
* *Sales of the following items are prohibited: weapons, including firearms; drugs and drug paraphernalia; tobacco; pornography or indecent materials. This list is not exclusive. Imagine Hillsboro retains the right to prohibit vendors from selling any particular item.*
* *No direct sales products may be offered at the Market.*
* *Verbal/physical abuse of event volunteers and/or vendors will not be tolerated and will result in the immediate expulsion from the event. No refunds will be given.*

*In consideration of Imagine Hillsboro’s acceptance of my registration for this event, and with the understanding that my participation in this event is conditioned on my executing this agreement, for myself, my heirs, representatives, and assigns, or for another participant if he/she is under the age of 18, I hereby waive, release, discharge, and covenant not to sue Imagine Hillsboro, the City of Hillsboro, their affiliates, officers, directors, representatives, officials, volunteers, and employees for any and all liability, claims, and causes of action, known or unknown, which may arise from or relate to my voluntary participation in this event.*

*By signing below, I am indicating my acceptance of this event waiver and affirming that I have read and fully understand the terms of this agreement and waiver. I intend this agreement and waiver to be an unconditional release of all liability to the greatest extent permitted by law.*

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[🎄](https://emojipedia.org/christmas-tree/)***Fees & Space Reservation:***

Please note that fees are non-refundable. One indoor space includes one 6ft folding table and 2 chairs. Vendors may bring one additional folding table per paid space. Additional displays may be brought, but must fit within the space allotted. Indoor space is limited to **20** Vendors. Outdoor space is not limited in size and comes with electric and water hookups. Only one food stand per paid space. *Student groups and not for profit groups will be given a discounted rate on outdoor space upon request. Contact Caitlyn Voyles (217) 710-2495*

* # of Indoor Vendor Space (No Water/electricity - $40) \_\_\_\_\_\_\_\_\_\_
* # of Outdoor Food Vendor Space (w/ water and/or electricity - $75) \_\_\_\_\_\_\_\_\_\_

Total Amount Remitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Circle Payment Option: **Cash** OR **Check** OR **Online**

[🎄](https://emojipedia.org/christmas-tree/)***Please complete and return this form with payment:***

* Due: Monday November 28, 2022
* Drop off: The Journal-News
* Mail: Imagine Hillsboro, P.O. Box 234, Hillsboro, IL, 62049.
* Checks payable to: Imagine Hillsboro - Festival & Events

[🎄](https://emojipedia.org/christmas-tree/)***Special Requirements or Requests:***

If you want to request a specific location for 2022, please return your contract promptly with a note as to the preferred location. We will try to accommodate your request if possible. In case of conflicting requests, the first requester will be given preference.

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[🎄](https://emojipedia.org/christmas-tree/)***Additional Notes/Feedback:***

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