



## VENDOR GUIDE & APPLICATION

National Czech & Slovak Museum & Library  
1400 Inspiration Place SW  
Cedar Rapids, Iowa 52404  
Fax: 319-363-2209

### CONTACT INFORMATION

**Teresa Stenstrup**  
**Director of Programs**  
Old World Christmas Market Event Director  
Phone: 319-362-8500 x 204  
Email: [tstenstrup@ncsml.org](mailto:tstenstrup@ncsml.org)

**Location:** 1400 Inspiration Place SW, Cedar Rapids, Iowa. The vendor area will be inside WFLA/ZCBJ Heritage Hall at the National Czech & Slovak Museum & Library.


**Hours of Operation:** Saturday, December 1 from 10:00am-5:00pm and Sunday, December 2 from 10:00am-3:00pm. Vendors may begin setting up at 8:00 a.m. on Saturday, and will have access to the space by 9:00 a.m. on Sunday.

**Application Process:** Please submit your application, along with sample photos of your work/product, by Friday, August 31. The selection committee is seeking a wide variety of artisans and a good overall retail mix. Because there are limited booths available, the committee will select vendors based upon quality and retail category balance until the booths are filled. (Since the marketplace area is limited, we don't want to have too many vendors selling a similar product.) Please view the attached application for all criteria. You will be notified by the Event Director if you have been selected, after which your booth fee should be paid *no later than Friday, October 5*.

### Booth Rental Requirements:

- **Application completed and signed**
- **Copies of necessary permits submitted to the Event Director at least 7 days before the event (temporary food license, mobile food license, etc.)**
- **If you are accepted as a vendor, booth fee must be paid in full by October 5, 2018.**

**Booth Fees:**

Booth Detail	Cost
<p>1 – <b>5’x12’</b> corner booth space, includes (1) draped table <i>(only 1 available)</i></p> 	<p>\$80 (1 booth)</p>
<p>1 – <b>6’x10’</b> booth space, includes (1) draped table <i>(16 available)</i></p> 	<p>\$85 (1 booth) One booth per vendor due to increased number of applicants and limited market area. If booths remain unfilled at the end of the application period, those wishing to have two booths will be notified that an additional space is available. (<i>\$165 for available double booths.</i>)</p>
<p>1 – <b>6’x8’</b> booth space, includes (1) draped table <i>(7 available)</i></p> 	<p>\$75 (1 booth) One booth per vendor due to increased number of applicants and limited market area. If booths remain unfilled at the end of the application period, those wishing to have two booths will be notified that an additional space is available. (<i>\$145 for available double booths.</i>)</p>

<p>1 – 5'x12' open booth space, includes (1) draped table (1 available)</p> 	<p>\$90 (1 booth)</p>
<p>Signage, 2 chairs, wastebasket, pipe and drape, complimentary coffee each morning</p>	<p>Included with each booth</p>

**Booth Operation Guidelines:**

- Vendors must remain within their allotted booth space unless otherwise approved. No chairs or merchandise may be in the public walkway due to fire code requirements.
- Signs with vendor names will be provided, and vendors will be assigned a space for the duration of the Market.
- Please list all items intended for sale in the application. Items considered inappropriate for the event may be removed at the discretion of the Market Committee.
- An attractive display with ethnic flair and/or holiday spirit is strongly encouraged.
- Vendors must be checked in one hour prior to the opening of the Market on each event day.
- Vendors may park behind businesses in Czech Village or in surrounding areas; parking in the garage under the museum will be reserved for handicapped patrons only. The circle drive in front of the NCSML may be used as a loading zone only. Alternatively, vendors may also use the loading dock and freight elevator. Please notify the Event Director if you would like instructions for the dock. A volunteer will be available to help with the freight elevator on Saturday morning from 8:00am – 9:45am.

**Payment:**

- Payment may be made via check, cash, or credit card (Visa, Mastercard, Discover, American Express) to “NCSML.”
- Payment must be delivered in full by October 5 after notification of acceptance to the Market. Booth spaces will not be officially reserved until payment is received.
- Any checks written to the NCSML that are returned due to insufficient bank funds will be assessed, in addition to the amount owed, a surcharge of \$35 per check to cover associated expenses.
- No refunds will be given. An additional \$50 no-show fee will be assigned to vendors who do not cancel booth space at least one month in advance.

## **Christmas Market Rules and Regulations:**

- Food vendors **MUST** display the appropriate permits and/or certificates, i.e.: temporary food license, mobile food license, etc. Copies of these documents must be submitted one week prior to the Market dates. *(By November 23, 2018.)*
- Vendors are responsible for providing and maintaining their own insurance.
- All approved items must be handmade by Market vendors, handmade by a cooperative of which the vendor is a member, or be selected and imported by the vendor (such as unique ethnic goods). No multi-level marketing or “home party”-style businesses will be accepted.
- Only those with the appropriate food-serving or processing licenses may offer food or drink at the Market per Linn County Public Health.
- Food vendors must display items on well-maintained and clean surfaces. Ready-to-eat foods must be in covered containers or individually wrapped per Linn County Public Health.
- Vendors are responsible for ensuring that proper sales tax is applied (if necessary) and that the required permits are obtained: [www.state.ia.us/tax](http://www.state.ia.us/tax)
- No pets are allowed inside the Market. Service animals are welcome.
- No smoking is allowed inside the Market or within 20 feet of the building.
- Illegal activity and/or inappropriate conduct will result in closure of a vendor booth without refund.
- Vendors deemed to be disruptive by the NCSML will not be admitted to future Old World Christmas Market events. Disruptive behavior includes illegal activity, inappropriate conduct and/or behavior, poor customer service, etc.
- Vendors are responsible for removing debris from individual booths prior to departure.
- The National Czech & Slovak Museum & Library will not be held responsible for any damage, loss, or theft incurred by the vendor. The building will be locked and armed after the museum closes.
- Vendors must have one representative at their booth at all times during the Market.
- If the vendor must leave unexpectedly, he or she must notify the organizer as soon as possible. No refunds will be issued.

*Please complete the application on the following pages.*

# 2018 Vendor Application

*for the 9<sup>th</sup> Annual*

## Old World Christmas Market

at the National Czech & Slovak Museum & Library

**Deadline for Application:** August 31, 2018

You will be notified of acceptance no later than September 7, 2018

Deadline for payment after acceptance: October 5, 2018

**Please return your completed form by mail to:**

***National Czech & Slovak Museum & Library c/o Teresa Stenstrup***

***1400 Inspiration Place SW, Cedar Rapids, IA 52404***

**You may also e-mail the application and/or your questions to: [tstenstrup@ncsml.org](mailto:tstenstrup@ncsml.org)**

**Items may also be faxed: 319-363-2209**

COMPANY: \_\_\_\_\_

CONTACT(S): \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_

MERCHANDISE DESCRIPTION:

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DESCRIPTION OF BOOTH SET-UP:

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PREFERRED BOOTH SIZE: \_\_\_\_\_

SECOND CHOICE BOOTH SIZE: \_\_\_\_\_

WAITLIST FOR DOUBLE BOOTH? \_\_\_\_\_

**Please send clear photos of your product(s) and product descriptions along with this application, or you may email links to online photos. Photos and product descriptions may be used for media promotion of this year's Old World**

*Christmas Market, and will help the committee decide whether your products are a good fit for this event based on the following criteria:*

*Handmade Products — Handmade products will be given priority over mass-produced or manufactured products.*

*Antiques are not permitted. Quality imports are acceptable.*

*Retail Mix — The NCSML strives to ensure a wide range of product types throughout the Market.*

*Customer Profile — The NCSML hopes to feature products that will appeal to various demographics.*

*Quality — Products should be high in both quality and craftsmanship.*

*Price Range — The Museum is seeking products in every price range to meet the shopping budgets of visitors.*

The undersigned does hereby agree to all terms and conditions stated in the Vendor Guide and does hereby release and hold harmless the National Czech & Slovak Museum & Library, City of Cedar Rapids, New Bohemia Group, Czech Village Association, NewBo City Market, African American Museum of Iowa, and Thorland Co. (Deck the District participants) from all actions, suits, damages or claims whatsoever from any loss or damage to any property of the undersigned while in the possession or supervision of Old World Christmas Market, its agents, representatives, employees or volunteers. I therefore certify that I will exhibit only merchandise that has been disclosed and pre-approved on this contract, and that the information presented here is factual to the best of my knowledge.

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