

# CHRISTKINDLMARKT



## Vendor Application Form December 2-4, 2016

Thank you for your interest in the City of Hamilton's fourth annual Christkindlmarkt at the Courtyard by Marriott. Hours of operation are as follows:

Friday, December 2: 6-10pm

Saturday, December 3: 11am-10pm

Sunday, December 4: 11am-6pm

### **Activities**

This event will focus on highlighting Hamilton's German Village. There will be German food, German beer, Gluhwein, games, music, and exciting items for sale at this event.

### **Advertising**

You will find information on the City's Website, Facebook, and see fliers and posters advertising this event. Listings will be placed in Ohio Magazine, Midwest Living Magazine, and the Journal News.

### **To Apply:**

1. Complete the enclosed application form
2. Attach a check for applicable fees – payable to **Hamilton Christkindlmarkt**
3. Include a photo and description of items to be sold
4. Mail all items to the address listed on the application form below

## VENDOR RULES/REGULATIONS

Please keep in mind that the following is for both food and vendor booths. Some rules/regulations may not pertain to you.

1. Complete the application and submit with fee by **Wednesday, October 26, 2016** to be considered (fee deposited only if committee approves). A photo and description of your product/service must be included with your application for prior approval. Approval will not be given without a photo and written description.
2. Your booth space will not be reserved until the enclosed application, picture or slides, full payment and list of items to be sold are received and approved by the Christkindlmarkt Committee.
3. Exhibitor agrees to comply with all laws, orders and regulation of Federal, State, County and Municipal authorities and comply with the direction of any public officer.
4. All approved food vendors must apply for and obtain a temporary license from the City of Hamilton's Health Department (513-758-7080) if they are not currently licensed. Inspection by the Health Department will be held on Friday. They have the authority to close any booth that does not pass inspection.
5. All menus and products are subject to the Christkindlmarkt Committee members approval and once approved, cannot be changed without permission from the Committee.
6. If the submitted description of product does not reasonably represent your product and/or material or you fail to comply with the request of the Christkindlmarkt Committee, you must discontinue the sale of any product, then the Christkindlmarkt Committee may revoke, upon verbal notice, your permission to participate in the event and cause your removal from the premises. In this event an exhibitor understands and agrees that their entry fee will be forfeited.
7. Fryer grease must be disposed of properly. It may not be dumped onto pavement, grass or in storm sewers.
8. Bleach water must be disposed of properly. It may not be dumped onto pavement, grass or storm sewers.
9. Vendor setup is Friday after noon.
10. Early breakdown on any event day is NOT permitted.
11. Vendors must keep the inside and outside of their booth space clear of trash.
12. Exhibitors will be responsible for a table or shelving for their booth.

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**Vendors:** Food vendors must obtain a temporary license from the City of Hamilton's Health Department (513-785-7080) if they are not currently licensed. Other forms may be required.

**Name of Business or Organization:** \_\_\_\_\_

**Owner or Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Vendor License #:** \_\_\_\_\_

**Space Desired:** 10x10 - \$100 \_\_\_\_\_ 10x20 - \$175 \_\_\_\_\_ **Electric Required:** Yes / No

**Make Check Payable to:**  
Hamilton Christkindlmarkt  
Vendor Application  
1 High Street  
Hamilton, OH 45011

Any questions, please call:  
Karen Wittmer at 513-378-4400 or  
Barb Zellner at 513-863-5557

Or email:  
Karen Wittmer at [karen.wittmer@hamilton-oh.gov](mailto:karen.wittmer@hamilton-oh.gov)