FIFTEENTH ANNUAL LEAVENWORTH *CHRISTKINDLMARKT*

a Projekt Bayern sponsored event held November 26, 27, 28, 2010

BOOTH APPLICATION FORM

Christkindlmarkt (Kris-kin-dill-mart), hereafter referred to as CKM, is an enchanting family market in the tradition of markets held throughout Germany during the Christmas season. It is a charming festival with twinkling lights and holiday sounds and aromas of Christmas. There are local retailers, specialty foods, handcrafters and artists with one-of-a-kind items. There are also fun holiday activities for children.

LOCATION: Leavenworth, Washington in the City Park of Front Street. BECAUSE CKM WILL BE HELD OUTSIDE, THERE WILL BE FEWER BOOTHS AVAILABLE. APPLY EARLY TO GET A SPOT.

DATES & HOURS:

Friday, Nov. 26	11:00am – 7:30pm
Saturday, Nov. 27	10:00am - 7:30pm
Sunday, Nov. 28	10:00am – 3:00pm

APPLICATION: DEADLINE IS SEPTEMBER 24, 2010

1. **A $50 deposit must accompany your application by September 24th.**
2. **The remainder of the balance is due by October 22nd. Booths will be assigned after vendors complete the entire application process. NO REFUNDS WILL BE GIVEN FOR LAST WEEK CANCELLATION.**

****** 3. Although VENDOR LIABILITY INSURANCE is no longer required, except for FOOD VENDORS AND THOSE SELLING DANGEROUS ITEMS, Projekt Bayern will not assume responsibility for any accidents or injuries occurring within vendor booths. If you wish to have insurance, our agency is offering liability coverage.**

BOOTH SHARING:

Each booth may have as many people selling items as you wish, but ONE person MUST represent the booth by signing all checks and be responsible for all communications with the CKM Committee. This person must be responsible for enforcing the regulations of CKM.

REGULATIONS:

1. YOU MUST feature you business/craft items as described on your application form.
2. YOU MUST have one person involved and/or knowledgeable with your products in your booth at all times.
3. YOU MUST NOT have any booth furniture or merchandise outside the parameters of your booth.
4. YOU MUST provide for your booth: a) display cases and tables; b) holiday decorations and lighting (no neon or blinking lights) c) ample lighting for your displays (there will be NO overhead lights in the tents outside) d) short extension cords or power bars e) propane space heaters ONLY.
5. YOU MUST remain open during market hours. There will be NO early closures on any day.
6. Failure or refusal to comply with rules and requests of the committee are grounds for expulsion from the festival with no right to recover the entry fee.
7. This is a family event highly visible to tourists, NO displays of inappropriate behavior and language will be tolerated.

SECURITY:

YOU MUST provide your own security during the market hours. CKM will provide nighttime security in the City Park.

BOOTH INFORMATION:

1. **We provide two booth sizes with a limited number of large booths. The sizes and fees are:**
   10 ft. X 10 ft. - $150 **10 ft. X 20 ft. - $250**
2. **Food vendors will be required to have a tarp under your cooking area. You must provide an approved fire extinguisher. You must obtain a Chelan/Douglas County health permit.**
3. **We provide limited power to each booth. Plan accordingly.**
4. **Vendor selection will be on a 1st come, 1st served basis, subject to eligibility requirements.**

We hope you will join us for the fun and spirit of CHRISTKINDLMARKT. We hope this will be a profitable experience for you. We will be advertising around the state to help make this possible.

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BOOTH APPLICATION FORM

Name of Business (Please Print) _____

Name of Owner(s) _____

Contact Address _____

Contact Phone # _____ E-mail Address _____

Type of Business:
____ Retail ____ Non-Profit
____ Restaurant ____ Church
____ Crafter/Home-based

Payment Selection:
____ $50 Booth Deposit (Part of Booth Fee)
____ $150 Booth
____ $250 Booth
____ $100 Refundable Food Deposit
____ $50 Liability Insurance Coverage

Booth Selection:
____ 10 ft X 10 ft
____ 10 ft X 20 ft

$ _____ Deposit enclosed Check # _____ Date received _____
$ _____ Balance due
$ _____ Total payment enclosed Check # _____ Date received _____

Checks for booth deposit must be enclosed with Application by September 24th to reserve a booth. The balance must be paid by October 22nd in order to determine your booth placement. You will be emailed when you have completed the Application process. Determination of your eligibility will be made September 24th when all applications have been received.

SEND TO: Projekt Bayern/CKM Booth Application
P.O. Box 411
Leavenworth, WA 98826

Please print or type a list of ALL items you will feature in your booth. Please bring **only these items** unless you notify us of any changes by October 22nd. Pictures of your items are also helpful, if you are a new vendor. There will be a limited number of booths this year**. Preference will be given to those items which would be traditional to Christkindlmarkts. Displaying some of your items with holiday ribbons will be encouraged.**

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If you have questions, please contact Julia Gerhard – co-chairperson/Vendor Coordinator at (509) 548-4144, or by email at jtgerhard502@charter.net.

PLEASE MAKE AND SEND A COPY. KEEP THE ORIGINAL.