



## 2023 Vendor Application

December 1–10, 2023

Event Hours: 10 AM–5 PM Daily

Please fill out all information. The application will not be processed unless completed in full.  
Completed application is due by April 15, 2023.

Company: \_\_\_\_\_

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

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

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

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

Website: \_\_\_\_\_

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

Today's Date: \_\_\_\_\_

Product/Merchandise you plan to sell: \_\_\_\_\_

☐ Photos Enclosed - descriptions: \_\_\_\_\_

### Exhibition Space Contract:

Exhibitor agrees to participate in the event and will be provided a booth of designated size for exhibiting product(s).

#### BOOTHS AVAILABLE

10'x10' Standard \$ 950 ☐

10'x10' Standard w/Corner \$ 1075 ☐

\*Booths only sold in full 10'x10', no half booths.

#### BOOTH INCLUDES

- 1 8' Table
- 1 8' Table Cover/Skirt
- ☐ I do not need any tables.
- 1 Chair
- 2 Spotlights
- 1 Printed 18x24" Company Sign
- 1 Electrical Hook-Up /Power 20-AMP Strip

\*In an effort to keep rental costs down, please let us know if you will NOT be needing any tables. Thank you!

#### ADDITIONAL ITEMS AVAILABLE FOR RENT Please indicate how many you need.

\_\_\_\_ 6' Table, \$15 each

\_\_\_\_ 8' Table, \$20 each

\_\_\_\_ 6' Table Cover, \$20 each

\_\_\_\_ 8' Table Cover, \$20 each

\_\_\_\_ 20-amp power, \$75 each

If items are not selected on the contract, we will not have them on hand.  
No on-site additions will be available.

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## PAYMENT INFORMATION AND POLICIES

### PAYMENT RECAP

Booth Fee Total	\$ _____
Additional Rental Fees Total Total	+ \$ _____
Balance	= \$ _____
Non-Refundable Deposit of \$100	- \$ _____
Total Due by October 1, 2023	= \$ _____

- If application is not received by April 15, 2023 deadline, vendor will not be guaranteed a booth and will lose priority of previous spot.
- Products are reviewed by The Osthoff - we reserve the right to accept or deny entry based on quality of products.
- Non-refundable deposit of \$100 is due upon acceptance.
- If application is accepted, the Accounting Department at The Osthoff Resort will call to charge deposit, or a check may be mailed to our attention before final acceptance into the show will take place.

Andrew Harbath - Marketing  
The Osthoff Resort  
P.O. Box 151  
Elkhart Lake, WI 53020 or  
920.876.5837

- Balance of booth fee due October 1, 2023. You will receive an invoice for the balance, with payment details.

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## Electrical Requirement Form

Please list all appliances that will require an electrical power source at the Old World Christmas Market. These requirements must be provided to properly connect your equipment.

	Appliance Type	Quantity	Voltage	Amps	Phase
1.					
2.					
3.					
4.					
5.					

Please note below any special power requirements you may have:

### REQUIREMENTS

1. You must provide your own extension cords. All extension cords must be a minimum of 12 gauge.
2. Only one appliance may be plugged in per outlet.
3. No space heaters allowed.
4. Vendors requiring an excess of power (more than one 20-amp outlet) will be charged \$75 per additional 20-amp outlet.
5. If you require special power hookup, please provide photos of plug, or specific details about power plugs/equipment.

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#### TERMS AND CONDITIONS:

- The Osthoff Resort reserves the right to inspect all displays and remove any merchandise deemed inappropriate for the event. All merchandise must be listed in the product category section of this contract.
- The Osthoff Resort is a non-smoking property. There will be no smoking in the booth and/or tent.
- Exhibitor shall clean all debris from booth area prior to departure.
- Appropriate dress is to be worn at all times.
- Booth must be manned during all show hours. The Osthoff Resort is not responsible for items damaged, lost or stolen.
- Exhibitors must be completely checked in by 8 p.m., Thursday, November 30. Check-in time will be between 8 a.m. and 5 p.m.
- Failure to set up booth by 10 a.m. on Friday, December 1 will result in a \$250 penalty fee, unless prior agreement has been made with The Osthoff Resort.
- Exhibitor agrees to pay a penalty of \$500 to The Osthoff Resort should the exhibitor choose to dismantle and/or vacate the contracted booth space prior to Sunday, December 10, 2023 at 5 p.m.
- All exhibits must be completely dismantled and area clearly vacated by 10 p.m., Sunday, December 10, 2023, unless otherwise approved by event manager.
- Exhibitor must be prepared to fully stock booth for the entire ten (10) day period.
- Exhibitor parking on the street is prohibited. Exhibitor parking for trucks and trailers is available behind the tent, in marked areas only. Exhibitors must provide their own carts, etc. to transport products for setup, restocking and teardown. This includes providing your own labor. The Osthoff Resort will not provide labor for exhibitors.
- Exhibitor is reminded that although the show takes place in a heated tent (average temp 35-60° F), it should still be considered an outdoor show. For safety's sake, product should be stored in water-tight containers off the ground and covered at night and kept within the space provided. Also, it is recommended that tarps be placed over products overnight to protect merchandise. The Osthoff is not responsible for damage.
- Exhibitor agrees to provide and maintain his/her own insurance coverage.
- Exhibitor will provide all of their own supplies, other than rentals that are noted on page 1 of this contract.
- Failure to follow these terms and conditions may result in termination from future events.

The undersigned does hereby agree to all terms and conditions stated in this application and does hereby release and hold harmless The Osthoff Resort 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 the 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.

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

Please return completed application to: Andrew Harbath, The Osthoff Resort, P.O. Box 151, Elkhart Lake, WI 53020





## OLD WORLD CHRISTMAS MARKET VENDOR ROOM REQUEST

Date \_\_\_\_\_

Vendor Name \_\_\_\_\_

Booth / Company Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Arrival Date \_\_\_\_\_

Departure Date \_\_\_\_\_

### ACCOMMODATIONS AND RATES

\*Please indicate which room will best suit your needs while staying with us. **Limit of one room per vendor, per night.**

- ☐ Hotel Room, \$75.00 + tax (King bed, no suite area, sleeps 2)
- ☐ 1 Bedroom Suite, \$80.00 + tax (Queen bed, sleeper sofa, full kitchen, sleeps up to 4)
- ☐ 1 Bedroom Deluxe, \$90.00 + tax (King bed, sleeper sofa, kitchenette, sleeps up to 4)
- ☐ 2 Bedroom Suite, \$100.00 + tax (1 King, 1 Queen, sleeper, full kitchen, sleeps up to 6)
- ☐ 3 Bedroom Suite prices are based upon availability; we will contact you with pricing.

### POLICIES

- All room requests must be filled out completely and returned to Andrew Harbath, PO Box 151, Elkhart Lake, WI 53020. No direct phone reservations will be accepted.
- Limit of 1 (one) room requested, per vendor. Additional rooms will be at our best available room rate to non-vendors.
- Vendor room discounts are reserved for vendors only, not family and friends of vendors.
- Once the rooming request is received, someone from The Osthoff Resort's Reservation Department will call you to confirm your reservation and take your deposit.
- A deposit of one room night plus tax is required at time of booking.
- If the reservation is cancelled at any time, you will be charged a \$50 fee.
- If your reservation is canceled within one week, you forfeit one room night, plus tax.
- Once you check in, you are responsible for all nights of your reservation.
- Rooms are first-come, first-served and special requests as far as location will be determined based on availability.