



2024 Vendor Application

December 6-15, 2024

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, 2024.

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 ☐ \$ 1,150

10'x10' Standard w/Corner ☐ \$ 1,300

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

BOOTH INCLUDES

Please indicate if tables are needed:

___ 8' Table

___ 8' Table Cover/Skirt

☐ I do not need any tables.

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

• 1 Printed 18x24" Company Sign

• 1 Electrical Hook-Up
/Power 20-AMP Strip

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

___ 6' Table, \$20 each

___ 8' Table, \$30 each

___ Dedicated breaker box \$100 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, 2024	= \$ _____

- If application is not received by April 15, 2024 deadline, vendor will not be guaranteed a booth and will lose priority of previous spot.
- Products are reviewed by The Osthoff Resort - 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, 2024. 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 (picture of electrical outlet if applicable):

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 \$100 per additional breaker box.
5. If you require special power hookup, please provide photos of plug, or specific details about power plugs/ equipment.
6. Fire Extinguisher

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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. **NO PETS**
- 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, December 6th. 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 6th 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 15, 2024 at 5 p.m.
- All exhibits must be completely dismantled and area clearly vacated by 10 p.m., Sunday, December 15, 2024, 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 across the road from the tent in marked areas only. **Only approved trailers to be parked behind tent.** 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, \$90.00 + tax (King bed, no suite area, sleeps 2)
- ☐ 1 Bedroom Suite, \$99.00 + tax (Queen bed, sleeper sofa, full kitchen, sleeps up to 4)
- ☐ 2 Bedroom Suite, \$129.00 + 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.