



The second annual **Home for the Holidays Vendor Market** will be held on **Friday, December 6th** from **5pm-9pm** and **Saturday, December 7th** from **9am-2pm** at the **Robinson Civic Center** - 300 South Lincoln Street, Robinson, IL 62454. An online registration form must be completed and can be found at <https://www.robinsonchamber.com/homefortheholidaysfestival>.

HOME FOR THE HOLIDAYS VENDOR MARKET RULES

1. All vendors are welcome however; artisan crafters will be given priority placement. To be considered an artisan, items for sale must be handmade. Send email to Lisa Schaefer at robinsonchamber@hotmail.com with a description of how your item is made and materials used along with a minimum of 3 photos of your craft or a link to your website or Etsy page.
2. There will be no market fee for 2024.
3. Each vendor will be assigned a space and shall remain at their assigned space during market hours throughout the weekend. Designated aisles must remain clear at all times. You may not interfere with your neighbor in any way.
4. Vendors are responsible for all display materials, however, the City of Robinson will provide **one 8 foot table, two chairs** and electricity if requested. Any additional tables or chairs will need to be provided by the vendor. Vendors may leave their items overnight, the Robinson Civic Center will be locked up and secure overnight.
5. All vendors must be set up no later than one hour prior to the start of the market, or the Robinson Chamber of Commerce and City of Robinson have the right to reassign your space.
7. No changing of assigned spaces is permitted unless approved by the Robinson Chamber of Commerce or City of Robinson.
8. Nothing may be nailed, stapled, or otherwise attached to the walls, floors, or any other parts of the assigned space.
9. Tables should be skirted or covered to the floor on all exposed sides with professional looking covers. Space must be kept in a neat and orderly fashion.
10. The market is first come first serve; however, applicants can request additional space and the coordinators will do their best to accommodate. There will be no guarantees.
11. Open flames are strictly prohibited, this includes candles!
12. Vendors are required to stay for the duration of the market. Early departure is not permitted. If a vendor decides to leave early, this may affect your ability to participate in future markets hosted by the City of Robinson and Robinson Chamber of Commerce.
13. You are responsible for cleaning up your booth area prior to departure. Please put all trash in trash cans provided.
14. Food vendors selling any type of food must present a health department permit. This includes any vendor that is giving away samples during the market. Please contact the Crawford County Health Department at 618-544-8798 to obtain the proper permit.
15. Vendors are to conduct themselves in a professional manner respecting other vendors, event staff and the event rules. Those who do not abide will be asked to leave and not return.

For questions regarding the **Home for the Holidays Vendor Market** please contact us at:

Lisa Schaefer robinsonchamber@hotmail.com or 618-546-1557

Karnell Fiscus karnell.fiscus@cityofrobinson.com or 618-544-7616