



# Welcome!

10<sup>th</sup> Annual German Christmas Market "Weihnachtsmarkt"  
Lake Mohawk Country Club, Sparta, NJ



February 2011

2011 marks the 10<sup>th</sup> year of our German Christmas Market which will be held on Saturday, December 3<sup>rd</sup> and Sunday, December 4<sup>th</sup> at the Lake Mohawk Country Club in Sparta, New Jersey. Over the past 9 years the committee has provided almost \$100k to local charities that help our friends and neighbors in need.

In 2010 we expanded the event to include inside space in the Ballroom as well as moved the market days from Friday-Saturday to Saturday-Sunday, and have had nothing but positive feedback from our vendors and visitors. These changes have allowed us to increase vendor participation and number of visitors. We advertise in local newspapers, radio stations, and on Social Media web sites. 2010 saw over 4,000 visitors each day.

We are now accepting applications and will select vendors by jury comprised of our committee members. It is therefore **very important** that you supply photos or a link to your web site, and clear descriptions of your products. For vendors who have been with us for 2 or more years, photos are not necessary, *unless you have new products*.

Enclosed you will find the following forms:

- Vendor Agreement (With submission checklist)
- Registration Form (fees)
- Commitment Letter

**You MUST be selected by committee AND all forms, deposit, fee, photos/link, and insurance MUST be received no later than September 1, 2011** in order to reserve your space. Your exact location/space at the event will be determined by the committee **who will have final say**.

If you have any questions, please contact us. We look forward to another successful year, thank you for your interest!

Yours Truly,

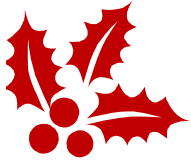
Linda Cline (973) 459-8236 & Valerie Lalor (973) 722-4627  
2011 Vendor Co-Chairs

Please send all material to:

Judy Beelaert, Committee Chairperson  
269 West Shore Trail  
Sparta, NJ 07871

Checks must be made payable to "LMCC Christmas Market Fund"





# Vendor Agreement

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**All payments and paperwork (material) MUST be received no later than September 1, 2011.** Any missing material will forfeit your space and your vendor fees minus your deposit will be returned.

The German Christmas Market Committee, an LMCC Intraclub (*Committee*) is pleased that you (*Vendor*) wish to participate as a vendor at the German Christmas Market Weihnachtsmarkt (*Event*) this year. This agreement is necessary to be considered during the Committee jury selection process. Once selected, this agreement will confirm your participation; it outlines the rules and regulations for this Event.

1. **Insurance.** The Lake Mohawk Country Club requires that you supply liability insurance listing in your name, stating insurance company name and your policy number. Acceptable insurance includes:
  - a. **Home Owners** insurance stating that "Lake Mohawk Country Club" is an additional insured for Saturday, December 3rd and Sunday, December 4th, 2011, or
  - b. **General Liability** insurance stating that "Lake Mohawk Country Club" is an additional insured for Saturday, December 3rd and Sunday, December 4th, 2011.
  - c. **Food Vendors Only:** a copy of the New Jersey Board of Health form must be filed with the Sparta Health Department; form is available from the Sparta Health Department.
  - d. Vendor is solely responsible and accountable for compliance with the State of New Jersey Department of Health and State of New Jersey Department of Labor rules and regulations.
2. **Fees.** Vendor will pay the refundable deposit and vendor fee indicated on the Registration Form: Package A – Boardwalk at \$130 per day; Package B – Deutsches Café at \$140 per day; Package C – Ballroom at \$150 per day, and will receive those items outlined therein.
  - a. Refundable deposit and fee are due in full to the Committee no later than September 1, 2011.
  - b. Make all checks payable to the "LMCC Christmas Market Fund"
  - c. Failure to provide deposit and fee on-time will forfeit your eligibility to participate.
3. **Products.** Vendor will furnish a written, detailed listing and photos of all items and pricing for the Event to the Committee. The menu and prices are subject to the final written approval of Committee. Approval will not be unreasonably withheld.
4. **Setup.** Vendor will be fully set up and operational for the Event no later than 9:00 AM on Saturday and Sunday. No loading/unloading of equipment after 9:00 AM on either day. Failure to do so may result in one and/or all of the following:

- a. Termination of involvement in Event, with retention, in full, of Vending Fee and Deposit by Committee, and/or
  - b. An additional charge, to be determined solely by Committee to the aforementioned fee.
5. **Take-down.** Vendor is required to stay until the close of the event; Saturday no earlier than 9:00 PM and Sunday no earlier than 5 PM, unless given permission by the authorized Committee member. Vendor will provide the following, at Vendor's sole cost and expense, in connection with the Event:
- a. A \$75 refundable deposit will be supplied by each Vendor prior to the event.
  - b. The maintenance and cleanliness to Vendor's space during and after the Event is the responsibility of the Vendor.
  - c. Committee shall inspect the space at the conclusion of the Event for compliance.
  - d. This deposit will be refunded 100% if Vendor booth is maintained and left in a clean manner.
6. **Alcohol.** Vendor may not sell alcoholic beverages at the Event.
7. **Loss.** Neither the Lake Mohawk Country Club nor Committee will not be liable for any losses or theft suffered by the Vendor in connection with the Vendor's participation in this Event.
8. **Cancellation.** If the Vendor cancels **prior to November 12, 2011**, deposit and fees paid may be refunded. If the Vendor cancels on or after November 12, 2011, the Vendor deposit and fee may NOT be refunded. Committee retains, in its sole discretion, the right to suspend any and all operations of Vendor deemed to be unsafe, unlawful or unacceptable for any reason.

By signing this Vendor Agreement, I agree to participate as a Vendor in the 2011 German Christmas Market and will follow the rules and regulations contained herein. I will submit all materials required before the deadlines outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

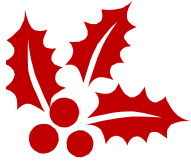
Print Your Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Organization Name: \_\_\_\_\_

**Submission Checklist:**

- Insurance Certificate
- Refundable Deposit
- Vendor Fee (paid in-full)
- Signed Vendor Agreement
- Signed & Complete Registration Form
- Signed & Complete Commitment Letter
- Photos or link to web site with photos of products
- Food Vendors Only: Health Department Form (NOTE: provide to Sparta Health department, not to this Committee)



# Registration Form

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**All payments and paperwork (material) MUST be received no later than September 1, 2011. The committee will assign your exact location.**

### Package A – Boardwalk

Package includes 10' x 10' space on boardwalk (outside). Vendor to provide tent, furniture, furnishings, lighting, and commercial-grade 100 ft extension cord. For safety: no electrical or propane heaters are allowed, and no halogen bulbs are allowed. Note: weather can be cold, windy, snowy and unpredictable.

### Package B – Deutsches Café

Located in the Elks Club. Only food vendors allowed. Limited to 4 vendors per day. Approx. 10' x 10' space. One table and two chairs provided. Limited interior electrical available. Vendor to provide own table linens, utensils and dinner ware. Café style seating will be provided in the center of the room by the Committee.

### Package C – Ballroom

Located in Country Club Ballroom. No food vendors allowed. Package includes 10' x 10' space, one 6' or 8' table (as available) and two chairs. Limited electrical is available. Vendor to provide own linens and lighting. No stapling, pasting or taping to walls, floors or interior of ballroom allowed.

<input checked="" type="checkbox"/> Select Your Package (Put total in far right column)	Saturday Dec. 3, 2011	Sunday Dec. 4, 2011	Total
<input type="checkbox"/> Package A – Boardwalk <input type="checkbox"/> Yes, I need electrical connection	<input type="checkbox"/> \$130 +	<input type="checkbox"/> \$130 =	\$ _____
<input type="checkbox"/> Package B – Deutsches Café <input type="checkbox"/> Yes, I need electrical connection	<input type="checkbox"/> \$140 +	<input type="checkbox"/> \$140 =	\$ _____
<input type="checkbox"/> Package C – Ballroom Choose Table: <input type="checkbox"/> 6' or <input type="checkbox"/> 8' <input type="checkbox"/> Yes, I need electrical connection	<input type="checkbox"/> \$150 +	<input type="checkbox"/> \$150 =	\$ _____
Refundable Deposit*			+ \$75.00
(Make checks payable to "LMCC Christmas Market Fund") <b>Total Due =</b>			<b>\$ _____</b>

*\*Deposit will be refunded after the market if your space is left broom clean.*

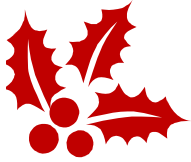
By signing this form, I agree to participate as a vendor in the 2011 German Christmas Market and agree to the **vendor agreement**. I will submit all materials required by September 1, 2011.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_



# Commitment Letter

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**All payments and paperwork (material) MUST be received no later than September 1, 2011.** Any missing material will forfeit your space and your vendor fees minus your deposit will be returned.

This information is required in order for us to review your submission during the **jury selection**. All vendors will be selected via jury. Any missing information may delay selection or may cause you to forfeit your eligibility to participate.

**Please Print – Complete ALL information**

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

Organization Name\*: \_\_\_\_\_

*(\*Please write your organization name **as you wish to have it appear** on our web site, advertising, program and other promotional material developed and distributed by the committee)*

E-mail: \_\_\_\_\_@\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Alternative Phone: (\_\_\_\_\_) \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Your web site URL: \_\_\_\_\_

May we link to your site from our web site?

**Photos for used for jury selection (Vendor MUST choose one):**

- Please use photos from Vendor web site for jury selection (make sure URL is legible above)
- I've enclosed Photos for use in jury selection

**Products to be sold** (attach additional pages are needed): \_\_\_\_\_

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