

Dear Prospective Hanukkah Market Exhibitors

Shalom! This holiday season the I.J. & Jeanné Wagner Jewish Community Center (JCC) is holding a **Hanukkah Market**. The market will take place on **Sunday, December 3, 2017 from 12:00pm to 5:00pm**. We are located at 2 North Medical Drive directly across from the University Hospital. The market is free to the public and will be advertised extensively through newspapers, radio, posters, e-mail, community web listings and the JCC website. The JCC website (www.sljcc.org) will have a list of the participating vendors. We expect to welcome hundreds of guests to our event. The Market, as well as the JCC, is open to everyone in the community, of every race and religion.

The JCC is a 3-tiered building and the Market will be held on the 3rd floor, which is on the entry level. You can pack up and load-out to your car after 5:00pm. Access to the outside parking lot is easy and no elevator required. The entire event will be taken down Sunday evening. There will be security in the Market until the last vendor moves out on Sunday and is gone.

Our vendor fee this year is **\$50** and **\$65** for fresh food vendors. By using just the main floor where everything is happening, attendees will be eating and perusing the vendor area all afternoon Sunday. Here are some additional details:

- Booth fees will be **\$50** which includes one 8' table and 2 chairs. Fresh food vendors are **\$65** dollars which includes up to three tables and power outlets.
- Location and set up time will be assigned when application submission is closed.
- Sign up for preferred set up time on the enclosed application.
- Let us know if you need an 8' table or something smaller.
- You must provide your own payment system for customer purchases.
- You must provide your own set-up and take-down of your wares (carts are available, first-come-first-serve).
- Vendor fees are non-refundable unless your application is not accepted.
- Please honor our heritage and **do not** include Christmas items in your display.
- **We do not collect a percentage of the sales from the event.**

To apply, send the enclosed application and three photographs of the items you will be selling at the market (please note that photos will not be returned). Photos may be sent electronically via email attachment to rskolnick@sljcc.org.

All applications and payments are due on Friday, October 13th. All vendors will be juried and those accepted will be notified via email and/or phone by Friday, October 20th. We are limiting the amount of vendors this year to 30. You will also be acknowledged on our website with a mailing list of 2500.

Please return the enclosed application so that we may begin the acceptance process. If you have any questions or know anyone else who would like to apply for a booth, please feel free to contact me.

Here's to a successful Market! Rita Skolnick, rskolnick@sljcc.org

Community Special Events Program Coordinator 801-581-0098 ext 119

Hanukkah Market Guidelines 2017

Eligibility

We focus on Jewish-themed and other gift items for the holidays. We **cannot** include items that represent other religions/faiths.

Selection Process

A group of JCC committee members will be assessing each vendor's application. The criteria:

- Overall quality of workmanship and originality
- Appropriateness for Market
- Judaic relevance
- Similar items already approved
- Local Artists

Items for Sale

Please note that only items that are included on your application may be sold at the market. This is very important for vendor's success that we do not have too many vendor's trying to sell the same items. Please respect each other and list **ALL** items for sale and your prices. A good price point makes for successful vendors. The JCC reserves the right to ask vendor's to remove items not listed on their application. **Please include your tax ID number, or if you don't have one, a temporary one will be assigned.** All vendors will be required to submit a sales tax form to the city. Forms will be given to you in your vendor's packet.

Deadlines and Timelines

October 13th - Application Deadline

October 20th – Notification of Acceptance and Set-Up Time

Please be aware that space is limited and late applications will not be accepted if we are full.

Set up

You will be notified of your set up time when you receive your notification of acceptance. Please make sure that you arrive during your assigned time in order to ensure a smooth process. Carts will be available to help you unload on a first come/first serve basis. Please check in at the JCC front desk to find out your booth location. If you set-up on Saturday, please note that the Hanukkah Market will be locked up at night, supervised during the day - only other vendors and Hanukkah Market JCC Staff will be allowed in the space.

Booth Space

Booth spaces are 8' X 3' and include an 8' table and two chairs. Please note that you are responsible for bringing any table coverings, easels, hanging racks, peg boards, etc. necessary for your booth. The price per booth is \$50, \$65 for fresh food vendors. Other amenities including electricity, pegboards, table cloths, easels, and spotlights are \$10 each. Also note that you cannot infringe on anyone else's space around you.

Event Dates and Times

Vendor Check-In: Saturday, December 2, 12-5 PM, December 3, 8-11 AM

Market Hours: Sunday, December 3, 12pm – 5pm

Vendor Load-Out: - Not until 5pm Sunday

Please be present and ready to go by 11 AM Sunday.

Parking

Parking at the JCC is limited and we anticipate hundreds of people attending the Market. After you unload your wares, we are asking **ALL** vendor's to move their cars up to the parking lot by the Camp Shack on the east end of our parking lot.

End of the day

Please clean up your space at the end of the day. It is greatly appreciated.

Please take a few minutes to fill out the market evaluation that will be emailed to you after the event. It really helps us to improve the market each year when we get detailed feedback from our vendors.



Release

I hereby agree to abide by the rules and regulations set forth by the I. J. & Jeanné Wagner Jewish Community Center. I understand and agree that there will be no refunds and the decisions of the Hanukkah Market Committee are final. I hereby release and hold harmless the I. J. & Jeanné Wagner Jewish Community Center, staff, Board of Directors, the Hanukkah Market Committee, and/or the Market Sponsors from any and all liability or claims as a result of my participation in the market including but not limited to theft, personal injury, or act of God.

Vendor Name _____ Vendor Signature _____ Date _____

2017 Hanukkah Market Vendor Application Form

Sunday, December 3, 2017 from 12:00pm – 5:00pm

PLEASE TYPE OR PRINT CLEARLY

Business Name: _____

Contact Person: _____

Tax ID #: _____

Phone Numbers: (w) _____ (h) _____ (c) _____

Address/City/Zip: _____

E-Mail Address: _____

List ALL items/prices to be sold; only items listed will be allowed:

Special Needs/Preferred Space: _____

Preferred Set-Up Time (please circle desired time)

Saturday 12/2 @ 12:00pm, 1:00pm, 2:00pm, 3:00pm, 4:00pm

Sunday 12/3 @ 8:00am, 9:00am, 10:00am (limited number of spots available on this day)

Number of booths ____ (\$50/\$65-food vendors) for an enclosed

\$ _____

Would you like an 8' table? Please check here _____

Number of Amenities _____ (\$10/amenity) for an enclosed \$ _____

Please circle desired amenities:

Electrical Outlet

Table Cloth

Easel (limited available)

Pegboard

Total \$ _____

Make checks payable to "I. J. & Jeanné Wagner Jewish Community Center" and please be sure to put "2017 Market" on the memo line. Please also include the signed release form above.

Send to:

I. J. & Jeanné Wagner JCC

Attention: Rita Skolnick

2 North Medical Drive

Salt Lake City, Utah 84113

Please call Rita @ 801-581-0098 ext. 119 with any questions. All forms and fees are due no later than October 13th, 2017.