



# Vendors put the in Christkindlmarkt



Celebrating our 5th Annual Event!



# 2024 Vendor Application & Guide

Ss Peter & Paul

# Christkindlmarkt

Saturday after Thanksgiving

Noon - 8 PM

November 30th

150 Railway St. E, Loretto, MN [www.sspap.org](http://www.sspap.org)

an authentic German Christmas fair in Loretto, MN



Christkindlmarkt is a community event - a chance to reconnect with family and friends in a relaxed, forward-looking, and festive atmosphere.

The sights, sounds and smells of traditional food and drink, entertainment, mingling, and shopping for the upcoming season all come together to create the experience that is Christkindlmarkt. Your presence is a huge part of the whole Christkindlmarkt experience putting the MARKET in Christkindlmarkt.

We hope you will consider taking part in this, our 5<sup>th</sup> annual event, taking place the Saturday after Thanksgiving, November 30<sup>th</sup>. Attendance is growing, hosting 500+ visitors and 16 vendors in 2023 due to our increased marketing including social and print media, signage, and direct mail to local homes. Please visit our website for more information.



**Early Bird**  
apply before  
**August 15, 2024**  
and save 10%!

**NOTE:** Some changes are being made to the vendor selection process and space availability this year. In order to keep the selection of products available more in line with the seasonal aspect of the event, items should be "giftable" or otherwise be related to the celebration of the season. Also, we are limiting the number of double stalls in the Marktplatz to two.

### Cash Prizes!!

Attract buyers . . . Add to the spirit of the event

Best Market Stall - \$100 - Best Table Display - \$50

Winners determined by a selection committee

See website for details or join us for our merchandizing event!

## Best Vendor Display Contest



Picture from our visit to the Christkindlmarkt at the Vienna, Austria, city hall, in 2022

Thousands in manhours and dollars have gone into creating the most authentic experience for our visitors. Your displays not only attract buyers to your points of sale, but they add to the overall ambience of the event. For inspiration and ideas, go to the source by googling for images using the terms:

*christmas market stalls  
europe photos*

Come see examples of what can be done with your market stall or display hutch!

Thursday evening, September 19 at 7:00 PM, we will see examples and discuss options for your sales points. First impressions lead to closer looks. Learn about options for affixing items and wall coverings, lighting, basics of merchandizing. Meet others who have displayed here in the past. Enjoy a tasting of some of the treats available at the event!

RSVP – [jschlosser@saintsppta.org](mailto:jschlosser@saintsppta.org) by September 17!



# PARISH FESTIVAL VENDOR HOLD HARMLESS/INDEMNITY AGREEMENT

PARISH: Church of Ss Peter & Paul, Loretto, MN 55357

PARISH is understood to include the Archdiocese of Saint Paul and Minneapolis

PARISH FESTIVAL VENDOR: \_\_\_\_\_

TYPE OF VENDOR: \_\_\_\_\_

DATES OF PARISH FESTIVAL: November 30, 2024

The above named PARISH FESTIVAL VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named PARISH FESTIVAL VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named PARISH FESTIVAL VENDOR at the above named PARISH.

PARISH FESTIVAL VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. PARISH FESTIVAL VENDOR also agrees to have the PARISH named as an “Additional Insured” on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the PARISH FESTIVAL VENDOR’S activities. It is agreed that PARISH FESTIVAL VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

**If and only if** PARISH FESTIVAL VENDOR fails to comply with the above (second) paragraph, then PARISH FESTIVAL VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF PARISH FESTIVAL that is brought against the PARISH by the above named PARISH FESTIVAL VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: \_\_\_\_\_

(Must be an official agent of PARISH FESTIVAL VENDOR)

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Rev. 2/2023)

# Authentic German Market Stall



8'x8'. Includes 8' table, 2 chairs, signage, and lighted garland. Ask about electrical connections.

ONLY  
\$100

# Hutch & Table

8' banquet table with lighted hutch. Optional full-width 12" shelf (not shown). Includes chair, signage and lighted garland. Ask about electrical connections.



ONLY  
\$45

# Terms and Conditions

By applying for a vendor space at this event, the vendor accepts the following conditions.

- Setup starts the morning of the event at 9:00 AM; dismantling starts that evening at 8:10PM continuing until 9:30PM. No early dismantling is permitted.
- Two types of sales setups are available. All are trimmed with lighted garland and include a sign. All displays are to be confined to the provided venues. No external displays or tables not provided by the venue are permitted. Vendors are encouraged to be creative in decorating their areas but only tacks inserted into the 2x2 framing may be used to hang items from the walls.
  - Market stalls include one 8-ft. table, two chairs, and lighting.
  - Sales display tables include one 8-ft. table with 88-in. wide x 48-in. tall lighted display hutch, and tablecovering.
- Once an application is accepted, the rental fee is non-refundable but may be transferred to an approved vendor. This is an indoor event not dependent on weather and will not be cancelled due to weather.
- Vendors are required by law to collect Minnesota State Sales tax unless tax exempt.
- Limited electrical connections are available. Contact us with any electrical requirements before applying. Public Wi-Fi is available.
- Marketing includes listings in local event calendars, church bulletins, print, direct mail, social media, radio, road signage, and posters placed in local businesses.
- As a family-friendly community event, we must ensure that all worldly cares are left outside. Therefore, the following guidelines regarding products and conduct are provided. Activity and/or products not permitted on the premises include but are not limited to are:
  - weaponry, tobacco, alcohol (other than that purchased and controlled on-site), or illicit substances
  - anything sexually suggestive, unkind, political, or socially controversial

If, in the judgement of the organizers, products, behaviors, or communications are deemed inappropriate for this venue, the vendor will comply with requests to address the problem up to and including respectfully leaving the premises until the end of the event. The judgement of the event organizers is final. Vendors will clarify any questions with the event organizers before submitting their registration. No refunds will be issued.

# 2024 Ss Peter & Paul Christkindlmarkt Vendor Application

To apply for a vendor space at the 2024 Ss Peter & Paul Christkindlmarkt, please complete the following form along with the insurance form, proof of insurance

Deadline for application submissions is **November 1, 2024.**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ ZIP Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Description of product or service \_\_\_\_\_

<b>Market stall</b>	_____ x \$100	= \$_____	Make checks payable to <b>Church of Ss Peter &amp; Paul</b> and mail with application & proof of insurance to <b>150 Railway St. E.,                  Loretto, MN 55357</b> Please add "CKM Vendor Fee" to the memo line of your check.
<b>Hutch &amp; Table</b>	_____ x \$45	= \$_____	
<i>Early Bird Discount</i> take 10% before <i>August 15</i>		= \$_____	
<b>Total Payment Enclosed</b>		= \$_____	

**Market Stall and Sales Display Table Signage**  
 Sales display hutch tables – 15 character limit including spaces

\_\_\_\_\_

Market stalls – 3 lines 10  
 characters per line  
 including spaces

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/2024  
 Your signature indicates your acceptance of the Terms and Conditions outlined in this guide.

*Application Continues on Reverse*