

Yorktown Crossroads Market

VENDOR INFORMATION

HOST:	Twisted Vintage Décor
CONTACT:	Colleen Wolfe—cell (630) 660-3485; colleen@twistedvintagedecor.com ; creanwolfe@comcast.net Tina Gregus—cell (630) 508-0071; tina@twistedvintagedecor.com , tmgregus@gmail.com
VENUE:	Yorktown Center, Lombard, IL
DATES:	Saturday, March 30, 2019—10am – 9pm Sunday, March 31, 2019—11am – 6pm

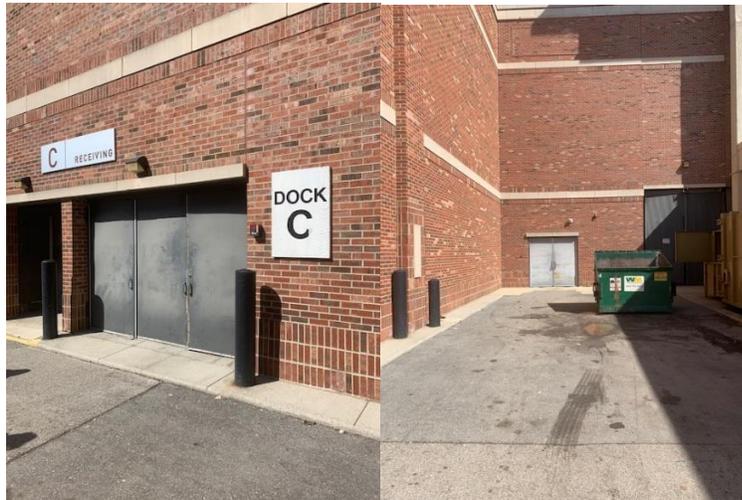
SET UP TIME: MARKET DAY SET UP:
Saturday, March 30—6am through 9:30am.

LOAD-IN LOCATION: Please make your way to LOADING DOCK C for load in. Loading Dock C is located on the lower level between HomeGoods and Von Maur.



See the yellow Penske truck and the FedEx truck above? That's exactly where you're headed. Please keep in mind—there are a dozen or more vendors trying to do just what you're doing, which is park and load in at this bottle neck of a loading dock. So, we are counting on you to not park stupidly, which means don't box people in if you can help it, and if you've parked in the dock, move your car to the lot (on the right above) as soon as you are unloaded. If you are a vendor that can easily go straight to the parking lot, and load in in one fell swoop, feel free to do that. This venue DOES NOT provide carts, dollies, or hand trucks. TVD will have a hand truck and some dollies, and vendors are usually good about sharing, but you should be prepared to move your merchandise in and out under your own steam.

There are two entrances you can use at Loading Dock C:



Right inside the door labeled Dock C there are restrooms should you need them. Both entrances go to the same hallway. There are a couple of turns, but there's really only one way to go. Don't worry, we'll have signs on the wall pointing the way, so you won't have to think. We understand that the caffeine takes a while to kick in when it's 6am.

When you enter into the mall from the loading dock hallway, turn right and go all the way down the mall until you reach the open space where the children's play area is located. Go right, and you'll be entering Center Court. Just before the entrance to Von Maur, the Easter Bunny will have his Bunny House, and our pop-up market is just in front of that next to the escalator.

PARKING: Please don't park in the immediate front spots as the mall likes to keep those spots for customers. There is a white line running through the parking lot marking where employees (and market participants) can begin to park. While you can park anywhere around the outside perimeter of the mall, you'll probably just want to park in the lot closest to Loading Dock C. Mall doors do not open until 1 hour before the mall opens, so Loading Dock C is your entrance point before that time.

ELECTRIC: Electric is generally not available at this market, although we will have access to a few outlets which will aid in charging devices should you need that. Under no circumstances should any electric cords impede the walkway of customers should you try and seek out electric access on your own. When in doubt, check with Tina or Colleen.

FIXTURE RENTAL: Rental of tables and chairs is not available at this market. All vendors are expected to bring all items needed for display and comfort.

BATHROOMS: There are two places to find bathrooms close to our market space. You can go into Von Maur, or you can take the escalator up to the second floor and go to the eatery, which is located kitty-corner from the top of the escalator.

MAKE FRIENDS: If you should need to restock your booth during market hours, or go to the bathroom, it really helps to have vendor neighbors watching your booth, especially in a busy mall atmosphere.

TEAR DOWN: Do not attempt any tear-down efforts until the mall has closed. We'll expect that you will be able to vacate your space by 9pm after the Market has ended on Sunday evening. When you do go to leave, or load out, you will find the loading dock door next to GNC.

Here's a picture to remind yourself where you came in in case you were too bleary-eyed to notice. When you leave Center Court, go toward the play area, turn left, walk down the mall, and GNC will be on your left.



REFRESHMENTS: During market hours, refreshments will be available for purchase from nearby mall vendors and at the eatery upstairs. And, of course, you are welcome to bring your own snacks. Please do not order any food from delivery services, and please consume all food and drink in an unobtrusive manner. Finally, please dispose of all trash and waste as soon as possible.

MUSIC: You may play music in your booth, but please make sure it is appropriate for all ages and is not disruptive to vendors around you.

MARKETING: If you haven't done so already, like our FaceBook event page and share it with your customers.

<https://www.facebook.com/yorktowncrossroadsmarket/>

Also, like and share our business FaceBook page, so you and your customers are sure to get all the information for upcoming vintage markets! We'll be happy to like your pages as well. We try to like as we meet and connect with our potential vendors, but please feel free to invite us to like you if you think we might have missed you. Cross-marketing baby!

<https://www.facebook.com/TwistdVintage>

SALES TAX INFO: If you already pay sales tax in Lombard, this may not apply to you, but all vendors will receive a special events sales tax form for Lombard for the Yorktown Crossroads Market. We will be providing a list of participating vendors to the Illinois Department of Revenue as required. Consult with your favorite tax professional to determine whether you need to file this form and pay any required sales tax.

The Sales Tax Rate for our event location is: 9.00%

CONTACT: Please contact us by email, text, or call if you need anything. Text is probably the most reliable form of communication, followed by email then calls.

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*Here's to a great
Yorktown Crossroads Market!*