



UCP SEGUIN MARKET

Every Friday, Saturday
& Sunday

April 1 ~ November 26, 2017

CORNERS OF CENTRAL & 31ST, CICERO
9 AM ~ 3 PM

APPLICATION INSTRUCTIONS

Please read carefully and follow the steps below:

- a. Read the Garage Sale Rules and Regulations (back side of this letter)
- b. Fill out the application form completely. Incomplete forms will not be considered.
- c. Submit payment ~ either for the entire season or just a single day application.

Applications will be accepted throughout the **UCP SEGUIN MARKET** season. Booth spaces will be assigned on a first come ~ first serve basis. You are encouraged to submit your application early. Applications will be accepted for full-season rental. You will be notified by phone or email regarding acceptance or rejection of your application.



Applications are now available and being accepted! Applications will be accepted throughout the season ~ submitting an application and payment does not assure you of a space.

For additional information
call 708.652.5037



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Rules & Regulations

1. For a fee of \$14-\$20 per day, UCP Seguin agrees to reserve a booth space of approximately 18ft x 18ft. Vendors must provide their own tent/booth/tables/chairs and any signage. Space is limited and will be assigned upon receipt of pre-paid vendor fee. You may sign up for as many of the sales days as you like, but payment is required for each date in order to reserve your space.
2. Vendors with reserved space are encouraged to contact UCP Seguin prior to a Market Day if they will be unable to attend. In the event of a Vendor no-show, that Vendor will forfeit their space to a walk-on Vendor with no refund of fees. **A Vendor will be considered a no-show if they are not on-site by 9:00 am.** If a vendor is a no-show on more than one occasion, they will be subject to forfeiture of their space for future Market dates, with **NO REFUND** of fees. Market Day sales are RAIN OR SHINE.
3. Upon submission of completed application and receipt of fees and other required materials, booth location will be assigned by UCP Seguin.
4. **Each Vendor is responsible for setup and removal of all items used for the sale, removal of unsold items at the end of the sale, and removal of all trash from the assigned area at the end of the sale. Failure to do so will result in a \$5.00 penalty fee and possible forfeiture to participate in future sales, regardless of pre-paid status.**
5. Vendor can arrive for set-up **NO EARLIER** than 7:00 am on the day of the sale and take down of area **MUST NOT** occur before 3 pm on that same day unless UCP Seguin determines otherwise. All Vendor equipment, items and trash must be removed by 4 pm that same day.
6. Each Vendor must conduct themselves in an acceptable and orderly manner, your selling area must be clean at all times.
7. Sharing of Vendor space must be approved by UCP Seguin.
8. Firearms and other weapons are **prohibited** on all UCP Seguin properties.
9. Vendors may not smoke on UCP Seguin property. Vendors may not be under the influence of alcohol or drugs during Market Day hours, nor have any alcohol or drugs on UCP Seguin property.
10. Animals, fire arms, plants/flowers, food or flea market items may not be sold at the **UCP SEGUIN MARKET**. Food sales will be allowed if the vendor has secured a temporary food service license from the Town of Cicero.
11. Vendors are not allowed to have personal pets on UCP Seguin property.
12. If Vendors bring their children with them to the Market, all children **MUST** remain within the boundaries of their space, unless accompanied by an adult over the age of 18. Children are not permitted to run loose on UCP Seguin property unless under the supervision of an adult over 18 years old.
13. UCP Seguin is permitted to randomly inspect products offered for sale at any time.



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2017 VENDOR APPLICATION

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Please read carefully and follow the steps below:

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- Fill out the application form completely. Incomplete forms will not be considered.
- Submit payment - either for the entire season or just a single day application.

Applications will be accepted throughout **UCP SEGUIN MARKET** season. Spaces will be assigned on a first come - first serve basis. You are encouraged to submit your application early. Applications will be accepted for full-season rental. You will be notified by phone or email regarding acceptance or rejection of your application.

NAME _____

MAILING ADDRESS _____

(city, state zip) _____

TELEPHONE/CELL NUMBER _____ EMAIL _____

MAKE & MODEL OF VEHICLE _____ PLATE # _____

PLEASE LIST THE MAJOR ITEMS YOU WILL BE SELLING AT YOUR BOOTH (CLOTHES, TOYS, ETC.)

- _____
- _____
- _____



UCP Seguin believes in a world where children and adults with disabilities achieve their potential, advance their independence and act as full members of the community.

2017 SEASON PRICES ~ 103 DAYS

18' x 18'

18' x 18' ~ PREMIUM SPACE

_____ Single Week @ \$14.00 per Day

_____ Weekly @ \$20.00 per Day

_____ Full Season @ \$1,330.00 Season
(8 free days if season paid in full)

_____ Full Season @ \$1,900.00 per Season
(8 free days if season paid in full)

Circle Date(s) You wish to Reserve a Space:

FULL SEASON - 103 Days

April	1	2	7	8	9	14	15	16	21	22	23	28	29	30
May	5	6	7	12	13	14	19	20	21	26	27	28		
June	2	3	4	9	10	11	16	17	18	23	24	25	30	
July	1	2	7	8	9	14	15	16	21	22	23	28	29	30
August	4	5	6	11	12	13	18	19	20	25	26	27		
September	1	2	3	8	9	10	15	16	17	22	23	24	29	30
October	1	6	7	8	13	14	15	20	21	22	27	28	29	
November	3	4	5	10	11	12	17	18	19	25	26			

All Vendors must pay for their rental fees when application is submitted. If you are requesting to reserve a booth space for the full season, payment in full must be received at time of application.

HOLD HARMLESS CLAUSE AND INSURANCE

All authorized vendors participating in the **UCP SEGUIN MARKET** shall not be responsible to UCP Seguin and its agents and employees for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. All vendors hereby agree to indemnify and save harmless UCP Seguin its officers and employees from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the UCP Seguin by reason of the vendors' negligence or that of its servants, agents, and employees; provided that the vendors shall not be responsible nor required to indemnify UCP Seguin for negligence of UCP Seguin, its officers or employees. UCP Seguin provides no insurance to participants in the **UCP SEGUIN MARKET**. Participating vendors will be required to provide a signature in acknowledgement and acceptance of this clause on the vendor application.

Signature _____

Date _____

I acknowledge that I have been provided with a copy of the **UCP SEGUIN MARKET** Rules & Regulations and that I will abide by these rules. I also understand my participation may be terminated for violations of the "Rules & Regulations."

Signature _____

Date _____

For Office Use Only:

Date Paid: _____ Amount Paid: _____ Assigned Booth: _____ Staff Initial: _____