

November 5, 2015

Hello from Prairie Mills Windmill,

It's time to finalize this year's Christmas at the Mill plans, and we hope you will join us. Enclosed you will find a draft copy of the flyer about the event and a registration form for vendors. There are a few details not yet decided, but the flyer will give you a general idea of the activities this year.

A flat amount of \$10 per booth space will be charged. You may have a double booth space for an additional \$10. Because space is so restricted we are limiting the options to single or double spaces. The fee is due with the registration form. Unless the event is cancelled, there will be no refunds. There will only be 20 booth spaces again this year, so an early response is best. There is very limited electricity available, so be sure to note on your form if you need access to an outlet.

Set up will be Friday afternoon/evening December 4th, or Saturday morning (December 5th) or by special arrangement. Please note on your registration form when you plan to be there to set up.

NOTE: EVENT HOURS ARE 9:00 AM TO 3:00 PM WITH BREAKFAST SERVED FROM 8:00 AM AND FOOD SALES UNTIL 3:00 PM.

If you have any questions, please call me at 217-779-2943 or email at knichols@adams.net.

I hope to hear from you soon and see you at the Mill in December!

Sincerely,

Karen Nichols
Christmas at the Mill Vendor Contact

2015 Vendor Registration Form

Christmas at the Mill

December 5, 2015, 9 AM thru 3 PM

Name _____

Company/Business _____

Mailing address _____

e-mail address _____

Phone (home) _____ (cell) _____

Description of booth _____

Special needs (electricity-very limited, etc.) _____

Single booth (10x10): **\$10** Each booth includes one 6 or 8 foot table
Double booth (10x20): **\$20** and two chairs

Vendor fee: \$_____ (include payment with registration to hold space)

Set up ____ Friday (3- 8), approx time _____ **OR** ____ Sat AM (8 -9)

As a vendor or exhibitor, I agree to the following:

1. Set up from 3 to 8 Friday evening or 8to 9 Saturday morning or by special arrangement with a representative of the Mill.
2. Removal and clean up by 5 Saturday evening or special arrangement.
3. Booths and displays should be appropriate for family/children viewing. If determined inappropriate the exhibit will be removed from the hall.
4. Trees are to have low voltage lighting.
5. All candles shall remain unlighted (NO OPEN FLAMES)
6. Prairie Mills Windmill and the Golden Historical Society are not responsible for any theft, breakage, injury, or misrepresentation,

Signature

Date

Mail fee (Check payable to Golden Historical Society) and completed form to
Karen Nichols, 2077 HWY 94 N, Camp Point, IL 62320
DEADLINE postmarked by December 1, 2015