



2008 Haus und Garten Marketplatz Information

Marketplatz will be held in Schiller Park on Sunday, June 29, 2008, from 9:00 a.m. until 6:00 p.m. The following guidelines are to assist you in planning your booth set up and tear down.

Times: You may begin set up at 7:00 a.m. on Sunday, June 29. Your booth must open for business by 9:00 a.m. Teardown begins at 6:00 p.m. on Sunday, June 29. Tear down is not permitted before 6:00 p.m.

Unloading: You may unload from City Park Avenue. City Park Avenue runs along the west side of Schiller Park. Once you have unloaded, please park in the Schiller Park Recreation Center parking lot. **Vendors will not be permitted to drive into the park. Please come prepared to cart your inventory from your vehicle.**

Booth Locations:

Your booth assignment will be mailed two weeks before the event. Your tent and signage will be supplied. A booth number will also be assigned to the tent.

The back of the tent will have the canvas wall in place and the front will remain open.

Tables: One 8 ft. table and two chairs will be supplied in your tent. If you ordered additional tables, they will also be in your tent.

Advertising: Marketplatz information will be included in all pre-event advertising. The event program will have all Marketplatz vendors and their product description listed.

Merchandise:

Merchandise priced up to \$50.00 sells well, but we do not discourage you from also bringing higher-priced items. Your booth presentation should depict all aspects of your business and is your calling card to our tour guests. We want your business to benefit from your participation; therefore, we suggest that you bring business cards, brochures and public relations materials.

Tickets: Two free tickets to the Haus und Garten Tour will be provided. These tickets may be used at your discretion.

Poster: We will provide a poster for your store window.

Restrooms: The Schiller Park Recreation Center's restrooms do not open until 10:00 a.m. There are facilities at the German Village Society Meeting Haus at 588 South Third Street. Please plan accordingly!

If you have any questions, please contact:

Linda Casale, Event and Development Coordinator

German Village Society

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