



VILLAGE OF HOFFMAN ESTATES "TRUNK SALE"

Location: Hoffman Estates Village Hall, 1900 Hassell Rd.

Set-up: 7:30am-8:45am

Sale Hours: 9am-12pm

Clean-Up: 12pm-1pm

Vendors are to park in the designated spots assigned by the Village.

EVENT REGULATIONS

1. The event occurs outdoors, rain or shine.
2. Vendors are responsible to process payments by cash, check, credit or debit. The Village of Hoffman Estates is not responsible for any purchase, return, or transaction between vendors and customers.
3. No vendor shall conduct business so as to interfere with or disturb other vendors or the public.
4. Restrooms and drinking fountain are available inside Village Hall between 8:00 a.m. – 12:00 p.m.
5. Vendor spaces are distributed upon a first come, first serve basis with preference given to Hoffman Estates residents. All assignments of vendor spaces are final.
6. Payment of space is a commitment for participation. Refunds will not be offered, even if inclement weather occurs on the day of the event.
7. All sales spaces will be issued a parking permit that must be displayed in your vehicle's front windshield during the event. This will be issued through e-mail once application and payment are processed prior to the event.
8. You may bring your own tables, chairs, umbrellas, canopies, etc. Make sure your umbrellas and canopies are weighed down due to wind. No nails, stakes or any material may be driven into the pavement. No canopies larger than 10ft x 10ft are allowed.
9. Village staff will NOT be available to assist vendors in setup or takedown. Vendors are encouraged to bring help to load and unload heavy or large objects.
10. All merchandise must be contained within the designated selling space. Do not impede into other sellers space.
11. You must leave your space clean and free of trash, boxes, packaging, or unsold merchandise. All items must be removed at the end of the sale, no later than 1:00 p.m. on Saturday.

PROHIBITED ITEMS & ACTIVITIES

For any violations of the below activities, the Village of Hoffman Estates reserves the right to restrict and evict any seller, without refund, for non-compliance with rules & regulations as stated, or for a method of operation that distracts from the integrity of the event.

- No prepared food of any kind, including drinks, may be sold; no cooking is allowed.
- No fireworks, explosives of any kind or incendiary material (solid, liquid or gas);
- No display or sale of ammunition or weapons: guns of any kind, knives with a blade over 4 inches or that opens automatically by buttons, spring, force of gravity or by an outward thrust or movement, longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
- No alcoholic beverages are allowed on the property for consumption or sale;
- No offensive materials – this includes adult books, magazines, videos or like material; no racist, anti-gender, or anything promoting violence and/or destruction.
- No drug-related items; No medicines or nutritional supplements; No nicotine products or e-cigarettes/related products;
- No games of chance, skill, or raffles;
- No counterfeit items or unlicensed merchandise;
- No sale or display of any other product/service that is in violation of any local, city, state or federal regulation or statute;
- No solicitation of vendors and shoppers and no distribution of fliers, handbills, etc.
- No pets allowed
- No amplified music or sound
- No politicizing or promotion of political material