



SoHo Shops

Second Sunday
Pop-up

Vendor Requirements/Expectations

To help create a safe, welcoming, and successful shopping experience for all guests and vendors, all participating pop-up vendors must agree to the following requirements:

Vendor Responsibilities

- **Cost**
 - \$100 to pop-up on a Second Sunday
 - Payment can be made at the South Holland Customer Service Center (16226 Wausau Ave, South Holland, IL) or via phone. (708.210.2900 ask for billing)
 - The fee is non-refundable. The pop-up is considered "rain or shine" unless otherwise communicated.
- Proof of insurance and food certifications (if applicable) are required.
- **Hours**
 - Open hours include 12pm-6pm
 - Vendors may select a shorter timeframe, but the fee remains \$100.
- Vendors must provide their own complete set-up, including but not limited to:
 - Tent/canopy (10x10 space)
 - Tent weights (80-100 lbs minimum)
 - Tables/chairs
 - Products/inventory
 - Point-of-sale (POS) system
 - Extension cords/battery packs (if needed)

Arrival & Set-Up

- Vendors must arrive during the designated load-in period.
- All vendors must be fully set up and ready for customers at least 15 minutes prior to the official event start time.
- Late arrivals may forfeit their space if not communicated in advance.

Product Guidelines

To maintain a family-friendly shopping environment, vendors may NOT sell or display:

- Faith-based or religious promotional materials
- Products containing profanity or explicit language
- References to drugs, drug culture, or alcohol
- Offensive, discriminatory, or inappropriate materials

Business Eligibility

- Multi-Level Marketing (MLM) businesses are not permitted.
- Businesses that require running water (i.e. onsite food preparation) will not be permitted.
- Vendors must be independently owned businesses, makers, artists, or entrepreneurs.

Sales Tax Requirements

- Vendors are responsible for collecting and reporting applicable sales tax.
- All vendors must ensure their POS system is set to the Village of South Holland sales tax rate.

General Expectations

- Vendors are expected to maintain a clean, organized, and respectful booth space.
- Vendors must conduct themselves professionally with shoppers, neighboring vendors, and event staff.
- Event organizers reserve the right to remove vendors who do not comply with event guidelines.