



## 2010 Heidelberg Holiday Bazaar Vendor Information Sheet

Location	The Village Pavilion 69124 Patrick Henry Village, Germany
Cost Information	<b>\$175 or €135</b> for a 3 x 4 meter space
	We keep 17% of your GROSS sales
	<b>ALL SALES ARE IN US DOLLARS – ITEMS MUST BE PRICED IN US DOLLARS</b>
	There is no Value Added Tax

### Vendor Checklist (only for vendors who have a confirmed invitation)

**If you have an Installation Access Pass or a valid US Military ID, you only need to fill out the top of the Security information so we know which day you are arriving.** But PLEASE note that everyone working for you or with you must also have a valid Installation Pass or Valid US Military ID. If not, you must fill out the security information for each person. We have to revalidate this every year.

Vehicle and Security Information Form – You can download and fill out this form from our website when it is available after 1 June

**If you have a BPA#, all we need is proof of current, paid insurance. If not, we need the following:**

Business Liability Insurance (Betriebshaftpflichtversicherung) – a certificate signed by the insurer that you carry business liability insurance in the minimum amount of €2,000,000 for public and €500,000 for bodily injury and property damage. Insurance must be current and paid before we will issue a contract. **You must present proof of payment!**

Current Trade License (Gewerbeschein) – If you are unsure whether you have this or not, contact the Vendor Chair for more information. You must have this – no exceptions!

2010 Price list in US dollars

All CONFIRMED Vendors will receive updated information from our Vendor Committee. Please check our web site for forms and information. <http://www.hcsc-heidelberg.com/>

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