



September 9-11, 2016

VILLAGE of MONEE
FALL FEST

Dear Friend,

The Monee Fall Fest Committee would love to have you join us as a business vendor at the 2016 Village of Monee Fall Fest Business Expo. **The cost of a booth for all 3 days is \$50.00.** The show will be held from September 9-11, 2016 at Firemen's Park, 5162 W. Court St. Monee, IL 60449.

The approximate booth size is 10' x 10'. The fee includes the booth space only and does not include tent, tables, chairs or electric. We are sorry but electric is not available. However the area will be well lit for evening sales.

The Monee Fall Fest will be advertised in local newspapers, on the Village Website, Facebook and on Flyers sent throughout the Village.

We are sorry, but due to our low Business space fees, we cannot accommodate vendors by prorating the booth fee if you are unable to attend all three days or all the hours of the show. However you do not need to attend all three days.

Please complete and return the enclosed application, along with your check or money order to the address provided by August 1, 2016. The earlier you commit to the Fall Fest the earlier we can begin listing on our website and in our advertisements our craft vendors.

Be sure to read the rules and regulation. Directions and further information will be provided with your reservation confirmation.

We look forward to your participation in the 2016 Fall Fest Business Expo.

Sincerely,

Mary Jo Vincent, Director

Monee Parks & Recreation

Fall Fest Business Expo Show Rules & Regulations

- *Registration will be taken and spaces assigned on a first come, first served basis. Prior registration is mandatory by August 1, 2016
- *We reserve the right to deny an applicant.
- *NO RUMMAGE SALE ITEMS WILL BE ALLOWED.
- *There will be NO RAIN DATE. NO REFUNDS.
- *We cannot accept post-dated checks
- *Entry deadline is August 1, 2016.
- *No vendor at the Fall Fest Business Expo has an exclusive on the products sold. We will do our best to not place like vendors next to each other. No Guarantees
- *The Show is held OUTDOORS. Vendors may stay open the entire hours of Fall Fest if they wish but are required to be open the following hours: Friday, September 9, 2015 from 5:30 pm – 9:00 pm, Saturday, September 12, from 1:00 pm to 7:00 pm and Sunday, September 13, from 1:00 pm until 7:00 pm. If a participant wishes to leave early, Fall Fest Staff or Volunteers will NOT be responsible for item in your booth if left unattended. Fireworks which draw the most crowds are Saturday at approximately 9:00pm
- *No Vehicles will be allowed on the Fest grounds at any time. This includes set up/break down.
- *Show set-up times will be Friday, September 9th beginning at 10:00 am. Saturday/Sunday set up will begin at 8:00 am. (No earlier). Directions for set-up and site-assignments will be sent with confirmations closer to the Fest.
- *The size of your booth space is approximately 10'x10'. Vendors are responsible for providing their own display materials, tents or canopies which must be free standing. No stakes are allowed. Weighted anchors are highly recommended. Some examples of weighted anchors are cinder blocks, 5-gallon buckets or milk jugs filled with water.
- *There will not have access to electricity.
- *Vendors must provide their own tables and chairs and are not allowed to take tables, chairs etc. from the Fall Fest venue to use in their booth.
- *Fall Fest expects participants to carry liability insurance for their own protection. Vendors are not covered under any Village insurance including worker's compensation, medical, liability etc
- *Vendors retain all proceeds from sales & are responsible for collecting and reporting any/all sales tax.
- * Local Law enforcement and Fest staff will be available throughout the day and evening, however, they are not responsible to watch or police your booth. Displays left unattended or left out overnight are done so at the participant's own risk.
- *Trash receptacles will be located throughout the Fest site for the convenience of the participants and may not be brought into individual booths. Spaces must be free of any litter/unsold items at the end of the Fest.
- *Vendors may not conduct any raffles etc. without a Village Permit
- *We do have food vendors at the Fest, Due to this No Vendor may not give away, distribute or sell any food, beverages or water. If you have food samplings (i.e. dips, salsa) please call for Will County Board of Health information & application
- *The Monee Parks & Recreation Dept. will be advertising Fall Fest in various ways, however you too can do your part to bring more people to the Fest. Post flyers at other festivals or craft shows you attend, use facebook or twitter if you are on-line. Email patrons you may have sold to in the past. Post flyers at your library, grocery store or other places you may frequent. In general, SPREAD the Word.
- *Rules are subject to change, other rules may apply.



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**Firemen's Park
5130 W. Court St
Monee, IL 60449
708-534-8302**

Business Vendor Expo Application (Please Print Clearly)

Business Name: _____

Contact Name: _____

Address: _____ City, Zip: _____

Daytime Phone: _____ Cell/Evening Phone: _____

E-mail Address: _____

Exhibit Space: 10'x10' - # of exhibit spaces needed _____ \$50.00 each = _____ Total\$ _____

Description of items to be displayed: _____

Payment and cancellation Information: Check or Money Order payable to Monee Fall Fest must be received by August 1, 2016. THERE WILL BE NO REFUNDS of booth space fees for any reason

Waiver and Acceptance Information (Signature Required)

I/We agree to assume all risk associated with participating in this festival, including but not limited to, falls, the effects of weather and any other loss, cost or damage. Having read this release and in consideration of the acceptance of my entry fee, agree to waive, release and hold harmless, the Fall Fest, The Village of Monee, and any other sponsor, all other workers, and volunteers from any and all claims, liabilities, demands, damage, loss, cost, and expense, of any kind arising out of my participation in this event. I also agree to allow the Village of Monee to post pictures of the event which may include pictures of me, anyone in my booth, or that of my merchandise in any/all publications.

I/We have read and agree to the waiver information above and will abide by the rules and regulations for the 2016 Fall Fest Business Expo.

Signature(s)

Date

Mail Completed Application and Payment to: Monee Fall Fest 5130 W. Court St. Monee, IL 60449

For questions/further info: e-mail MVincent@VillageOFMonee.org or call (708) 534-8302

