**2016 FALL FESTIVAL**

# Overview: This open air market is limited to merchandise that has been handcrafted by the seller. Crafters must attest to making all or a major part (over 50%) of all wares presented. Resale of any purchased material is strictly prohibited. No “Garage Sale” or “Flea Market” items are allowed. Crafters may not offer food or drinks without prior approval. The Recreation Department reserves the right to exclude any materials deemed unfit or objectionable at any point throughout the day.

# Cost and Booth Size: The registration fee is $10. Please limit your space to approximately a 20 x 20 area. Vendor spaces will be assigned. Pre-registration is required. Deadline to register is 3 p.m., Friday, September 30, 2016 and the registration fee must accompany your registration form. Mail or deliver the form and payment to the address below. You will receive a confirmation card after your form is received and a vendor packet will be sent to you with all the information you will need for the day of the event. This packet will be sent to you between October 1st and 7th.

# Water/Electric: Electric and water are not available. Generators are not allowed in this market.

# Set up: Vendor set up begins at 8 a.m. All vendors must be set up by 10 a.m. with the market hours open to the public 10 a.m. to 6 p.m. Vendors must be set up for the duration of the event. For safety purposes, vehicles will not be allowed to enter or exit the grounds during the market.

# Weather: This is an Open Air Market. The market will occur rain or shine. No refunds will be given.

# Supplies: The vendor must supply his/her own tables, as well as tents if needed. Spaces will be on grass or asphalt. Vendors may not drill into the asphalt. Please bring appropriate fastening and covers for tents and booths. Sales from trucks or trailers are not permitted.

# Cleanliness: Vendors are responsible for maintaining space and area surrounding their display. Vendor space should be kept clear of clutter and hazards. Vendor is responsible for removal of all trash from their area. No bags or containers are to be left at booth. Place them in trash receptacles.

Please contact Patti at chesterrecreation@chesterill.com or by phone 618.826.1430 for more information.

Registration forms and payments should be delivered or mailed to:

**City of Chester**

**2016 Fall Festival Vendors**

**1330 Swanwick Street**

**Chester, Illinois 62233**

**Attn: Patti Carter**

 **2016 OH! SO, CRAFTY!** 

REGISTRATION

CONTACT PERSON (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS (confirmation paperwork will be mailed after application and payment are processed)

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CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOOTH FEE: $10 \*\*\*\*SPACES DO NOT HAVE ELECTRIC OR WATER\*\*\*\***

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| **Give a brief description of the items you will be displaying.** |
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By signing this registration form, I agree to allow the use of my name and/or address in advertising lists and ads to promote this event. The City of Chester will not be held responsible for any actions or incidents occurring to myself and/or my personal property. I do hereby fully release and forever discharge the City of Chester, including their officials, agents, volunteers, employees, and sponsors from any and all claims for injuries, damages or loss that I may have, or which may accrue to me, and arising out of, connected with, or in any way associated with this program/activity/event.

I acknowledge that I understand the market procedures and agree to sell only the items for which I receive confirmation. I understand that there are no refunds due to inclement weather conditions or other circumstances.

I understand that I will receive confirmation of my registration.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All registration forms must be at City Hall by 3 p.m., Friday, September 30, 2016.**

**Questions/Concerns contact City of Chester Recreation Director at (618)826.1430 or** [**chesterrecreation@chesterill.com**](mailto:chesterrecreation@chesterill.com)

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