CITY OF CHESTER FALL FESTIVAL 2021

PARKS AND RECREATION DEPARTMENT

1330 SWANWICK STREET

CHESTER, IL 62233

618-826-1430

CHESTERRECREATION@CHESTERILL.COM

THIS STREET SHOW WILL BE HELD SATURDAY, OCTOBER 16TH, 10 AM- 4 PM, IN CONJUNCTION WITH OUR FALL FESTIVAL. THE FALL FESTIVAL ACTIVITIES WILL ALL BE HELD OUTSIDE. PREPARE FOR ALL TYPES OF WEATHER. **NO REFUNDS WILL BE GIVEN FOR WEATHER.** IN THE EVENT OF A SERIOUS THREAT SUCH AS TORNADO OR HEALTH EMERGENCY, WE WILL COMMUNICATE A PLAN OF ACTION AT THAT TIME.

WE WILL HAVE A COSTUME PARADE FOR KIDS 0-10 YEARS, INFLATABLES, GAMES, PUMPKIN CARVING CONTEST, PUMPKIN DERBY, SIDEWALK CHALK CONTEST, FOOD, VENDORS AND MUCH MORE!

**DATE:** SATURDAY, OCTOBER 16, 2021, 10 AM-4 PM

**BOOTH SIZE:** APPROXIMATELY 10 X10 (ROOM FOR AN EASY UP) YOU WILL NOT BE ABLE TO PARK A CAR OR A TRAILER AT YOUR SPACE. IF YOU NEED TO HAVE A **TRAILER** AT YOUR SPACE YOU WILL HAVE TO PAY FOR MULTIPLE SPACES.

 BOOTH SPACE IS APPROXIMATELY 10X10 (INCLUDING YOUR WIRES, POLES, ETC.) COME PREPARED FOR ALL TYPES OF WEATHER. SECURE YOUR BOOTH IN CASE OF WINDY CONDITIONS. ALL ITEMS BEING SOLD OR DISPLAYED MUST BE CONTAINED WITHIN YOUR SPACE.

**COST:** GENERAL VENDOR $25.00 PER SPACE ($50.00 DEPOSIT) {SHARING FEE $15.00}

 PREMIUM VENDOR $35.00 PER SPACE ($50.00 DEPOSIT) {SHARING FEE $25.00}

 SNACK VENDOR $40.00 PER SPACE ($75.00 DEPOSIT) {4 SPACES AVAILABLE}

 FOOD VENDOR $50.00 PER SPACE ($100.00 DEPOSIT) {3 SPACES AVAILABLE}

 PARKING PASS $5 FOR THE DAY (20 AVAILABLE)

 **ALL REGISTRATION FEES ARE NON-REFUNDABLE.** **UNLESS EVENT IS CANCELLED BY THE CHESTER PARKS AND RECREATION DEPARTMENT.**

**DEPOSIT: THE DEPOSIT MUST BE PAID SEPARATELY.** THE DEPOSIT WILL BE RETURNED TO VENDORS, WHO ARE SET UP ON TIME AND STAY THE ENTIRE EVENT. IT WILL BE AVAILABLE AT THE INFORMATION BOOTH AT 4:15 PM. VENDORS ARE RESPONSIBLE FOR PICKING IT UP. ANYONE LEAVING EARLY, ARRIVING LATE OR BEING A NO SHOW FORFEITS THE DEPOSIT. THE DEPOSIT MUST BE PAID SEPARATELY. ***DO NOT COMBINE YOUR REGISTRATION FEE AND DEPOSIT.***

**PRIZE:** WE WILL BE AWARDING A PRIZE TO THE VENDOR WITH THE BEST DECORATED FALL BOOTH.

**MERCHANDISE:** PARTICIPANTS MAY SELL CRAFTS, ANTIQUES, PRIMITIVES, ART, ONE OF A KINDS, TREASURES, FLEA MARKET ITEMS, GOOD OL’ JUNQUE AND DIRECT SALES!

**EXCLUSIVITY:** WE DO NOT PROVIDE GUARANTEED EXCLUSIVITY TO ANY VENDOR BUT WE WILL NOT ACCEPT TWO OF THE SAME DIRECT SELLING CONSULTANTS.

**SET UP TIME:** SATURDAY,8:30-10 AM. **THE STREETS WILL NOT BE BLOCKED UNTIL 8 AM.**

 VENDORS SHOULD NOT ARRIVE BEFORE **8:30 AM. *YOU CANNOT SET UP UNTIL 8:30 AM.*** VENDORS SHOULD CHECK IN AT THE INFORMATION BOOTH PRIOR TO SET UP. BRING YOUR DOOR PRIZE.

**BREAK DOWN:** VENDORS WILL NEED TO VACATE THE SPACE BY 5:30 PM SO THAT THE STREETS CAN BE RE-OPENED.

**EQUIPMENT:** VENDORS MUST PROVIDE THEIR OWN TABLES, CHAIRS AND TENTS. TENTS, CANOPIES AND POP-UPS MUST BE SECURED TO WITHSTAND WINDY CONDITIONS. THEY ARE REQUIRED TO BE WEIGHTED DOWN OR ANCHORED.

 STAKES ARE NOT ALLOWED.

**ELECTRICITY:** VENDOR MUST PROVIDE THEIR OWN.

**DOOR PRIZE:** EACH VENDOR AGREES TO DONATE AN ITEM WITH A MINIMUM VALUE OF $10.00. THIS ITEM MUST BE PRESENTED AT CHECK IN.

**UNLOADING:** ITEMS MAY BE UNLOADED AT DESIGNATED AREAS ONLY. FOR SAFETY REASONS **YOU WILL NOT** BE ABLE TO PULL UP NEXT TO YOUR BOOTH AREA. **MOTOR**  **VEHICLES WILL NOT BE ALLOWED IN THE BOOTH AREA**. PLEASE COME PREPARED.

**PARKING:** IMMEDIATELY AFTER UNLOADING AND **BEFORE** SETTING UP YOUR DISPLAYS, VENDORS MUST MOVE THEIR VEHICLES DOWN THE STREET TO A PARKING SPACE. WE WANT TO CLEAR UP SPACE FOR OTHER VENDORS TO UNLOAD AND WE WANT TO LEAVE THE CLOSER PARKING SPACES FOR CUSTOMERS.

**REQUIREMENTS:** ALL VENDORS ARE EXPECTED TO BE OPEN DURING THE ENTIRE FESTIVAL. ANYONE LEAVING EARLY WILL NOT BE ACCEPTED AT ANY OTHER CITY SPONSORED EVENTS AND FORFEITS THEIR DEPOSIT. YOUR BOOTH SHOULD BE NEAT AND ATTRACTIVE, SIGNAGE WITH CLEAR PRICING IS REQUIRED. YOU ARE RESPONSIBLE FOR THE REMOVAL OF YOUR OWN TRASH.

**REFUNDS &** IN THE CASE OF EVENT CANCELLATION DUE TO WEATHER A RAIN DATE WILL

**CANCELLATIONS:** BE SCHEDULED SO THERE WILL BE NO REFUNDS OF REGISTRATION FEES OR DEPOSIT. IN THE EVENT OF CANCELLATION DUE TO TORNADO OR LOCAL HEALTH EMERGENCY WE WILL COMMUNICATE A PLAN OF ACTION AT THAT TIME.

**THE CHESTER PARKS AND RECREATION DEPARTMENT RESERVE THE RIGHT TO CANCEL OR EXPEL A VENDOR AT ANY TIME FOR THE GOOD OF THE FESTIVAL, BY ITS SOLE DISCRETION OR BY THE DIRECTION OF ITS LEGAL REPRESENTATION.**

**QUESTIONS:** CONTACT THE RECREATION OFFICE 618-826-1430 OR BY EMAIL CHESTERRECREATION@CHESTERILL.COM.

CITY OF CHESTER FALL FESTIVAL 2021

**Waiver and Release of all Claims and Assumption of Risk Form**

Please read this information carefully and be aware that in signing the form and participating in this event, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you might sustain as a result of participating in any and all activities connected with or associated with this event.

I recognize and acknowledge that there are certain risks of physical injury to participants in this event and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity, that I may have (or to accrue to me) as a result of participating in this event against the City of Chester, including their officials, agents, volunteers, employees, and sponsors.

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 event. \_\_\_\_\_initial

I understand if I am selling farmers market or food items, I will need to supply a copy of my license and/or certifications. \_\_\_\_\_initial

**Video/Photo Release Form**

 I understand that during the event, in which I am are participating, and all activities associated with the event, photographs and or video of myself and/or my booth staff may be taken by Chester, Illinois Parks and Recreation personnel and/or volunteers.

I agree, and by my signature below, hereby consent to the photographs of myself and/or my staff including video photography of myself and/or my staff to be used by the City of Chester and/or the Chester, Illinois Parks and Recreation Department for publishing. This includes websites, print media, social media, videos or any other way they may deem appropriate. \_\_\_\_\_initial

**My signature below indicates that I have read and agree to the Waiver and Release of All Claims and Assumption of Risk Form and the Video/Photo Release.**

|  |  |
| --- | --- |
| BUSINESS NAME |  |
| CONTACT NAME |  | PHONE |  |
| ADDRESS |  |
| CITY |  | STATE |  | ZIP CODE |  |
| EMAIL ADDRESS |  |

|  |  |
| --- | --- |
| PRINTED NAME |  |
| SIGNATURE |  |
| DATE |  |

**COMPLETE THIS PAGE FOR ANYONE THAT WILL BE OCCUPYING YOUR BOOTH.**

CITY OF CHESTER FALL FESTIVAL 2021

PREMIUM/GENERAL VENDOR APPLICATION

HOW DID YOU HEAR ABOUT THE FALL FESTIVAL? (CIRCLE ONE)

EMAIL FACEBOOK INTERNET WORD OF MOUTH OTHER

|  |  |
| --- | --- |
| DATE SUBMITTED |  |
| VENDOR NAME |  |
| BUSINESS NAME |  |
| VENDOR ADDRESS |  |
| VENDOR PHONE | HOME |  | CELL |  |
| EMAIL |  |
| TYPE OF BOOTH | FLEA MARKET | CRAFT | DIRECT SALES | FOOD (COMPLETE FOOD VENDOR APPLICATION) |

LIST OR DESCRIBE THE TYPES OF ITEMS YOU WISH TO DISPLAY AT THE FESTIVAL. ARE THE ITEMS HANDMADE, HOMEMADE OR RESALE?

|  |
| --- |
|  |

WHAT ARE YOU PLANNING TO DONATE FOR THE PRIZE DRAWINGS THROUGHOUT THE DAY?

**DO NOT WRITE IN THIS AREA**

|  |  |  |  |
| --- | --- | --- | --- |
| BOOTH TYPE | REGISTRATION FEE | NUMBER REQUESTED | TOTAL |
| PREMIUM | $35.00 |  |  |
| GENERAL | $25.00 |  |  |
| PARKING | 45.00 |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CHECK # |  | ACH | CASH | OTHER | AMOUNT  |  | DATE |  |

DEPOSIT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CHECK # |  | ACH | CASH | OTHER | AMOUNT  |  | DATE |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PREMIUM/GENERAL | # | X | $50.00 | = | TOTAL |
| PARKING |  |  |  |  |  |

VENDOR # \_\_\_\_\_\_\_

|  |
| --- |
|  |

MAKE CHECKS (2) DEPOSIT AND REGISTRATION FEE MUST BE SEPARATE} PAYABLE TO: CITY OF CHESTER FALL FESTIVAL. MAIL CHECKS AND APPLICATION TO:

CHESTER RECREATION

1330 SWANWICK STREET

CHESTER, IL 62233