4th Annual

FALL FESTIVAL

City of Chester Parks and Recreation

RULES & FAQ’s



City of Chester

Parks & Recreation

1330 Swanwick Street

Chester, Illinois 62233

618-826-1430

www.chesterill.com



FREQUENTLY ASKED QUESTIONS

**What health & safety measures will you have in place?** Whereas we are optimistic for a return to some normalcy by the time of the Fall Festival, we recognize the need for new health & safety measures to be put in place. These measures may mean reducing the number of vendors to allow for distancing between booth, requiring face coverings, banning non-service animals, etc. There are many unknowns at this time. Rest assured that we are working on what this will entail and will communicate those measures as we get closer.

\*Vendors should feel free to incorporate their own protection measures into their booth setup including barriers, cash less transactions, face coverings, hand sanitizer, etc.

**What types of vendors will you accept?** We will accept arts, crafts, antiques, and primitives, one of a kinds, flea market, specialty foods, direct sales, food, snacks, and good ol’ junk.

**If I participated in the past am I guaranteed acceptance?**  No, it does not. You must reapply every year.

**I participated in other city sponsored events. Does that mean I am guaranteed acceptance?** No, it does not. Every event has its own application, process and fees.

**What are the fees?** The fees can be found on page one (1) of the application packet. The application fee and the deposit must be paid separately and must accompany your application. Additional paperwork, such as insurance or certifications, and must be received, in the Recreation Director’s office, no later than Friday, September 17, 2021 at 3 p.m. You will receive an acceptance or denial letter. If your application is denied you will receive your registration fee and deposit back with it.

**How are applications reviewed?**  Applications will be reviewed as received. The criteria for acceptance includes, but is not limited to, space availability, similarity to other vendors, products to be sold, vendor’s history with other city events and the best interests of the overall festival. Submitting an application and/or being a returning vendor does not guarantee you will be accepted.

**When will I know if I have been accepted or not?**  You will receive a confirmation or denial letter within 14 business days of us receiving your completed application, registration fee(s) and deposit(s).

**Will I receive a refund if I am not accepted?**  Yes. The registration fees and deposits you pay will be returned to you with a letter of denial.

**What if I change my mind or I can’t be there after I have been accepted?**  The registration fee is ***NON-REFUNDABLE*** once you are accepted. The deposit is only refundable if you are set up on time, present the entire event.

**Can I share my booth with someone?**  Yes, you may share your premium or general vendor booth with someone. The additional person must complete an application, submit it with your application and both must be approved. There is a sharing fee. (See page one)

**When will I get my booth assignment?**  Booth assignments and other setup details will be sent via email no later than October 1, 2021. A vendor list with assignments will also be posted to our website under Fall Festival, at this time.

**What if I don’t have an email address?**  Communication is done almost exclusively through email. There are many ways to get and access a free account. If you do not provide a valid email address it is YOUR responsibility to check the website and Facebook page for updates and information. You may inquire at the information booth the day of the event**. DO NOT CALL OUR OFFICE EVERY DAY.**

**Do you provide tents, tables, chairs, etc.?**  No, we do not.

**What kind of tent can I use?**  We only allow 10 x 10 straight leg tents. Nothing larger, no slanted legs or tents with protruding sides. Stakes are prohibited as they will damage the roadway. Weights are required.

**Do I have to have insurance to participate?**  Activity providers and prepared-on-site food vendors are required to have insurance.

**What if the weather is bad?**  This is an outdoor event. You will need to be prepared for all types of weather. NO REFUNDS WILL BE GIVEN FOR WEATHER. In the event of a serious threat such a tornado or health emergency, we will communicate a plan of action at that time.

**How do I contact the festival manager?** The easiest way is by email. There is contact information below. Day (on-site) contact will be through the information Booth.

Patti Carter, Recreation Director

chesterrecreation@chesterill.com

618-826-1430

1330 Swanwick Street



CATEGORIES AND FEES

VENDOR CATEGORIES

* **Artists**: Photography/Digital, Painting/Drawing, Mixed Media, Sculpture, Woodworking, Pottery/Ceramics, Baskets, Glasswork, Jewelry, Fiber/Leather, Art from Recycled Items
* **Crafters**: Soaps/Beauty Products, Garden & Home Décor, Pet Products, Candles, Knit/Crochet, Embroidery, Quilts, Clothing, Accessories/Hair Products Wreaths, Cottage & Artisan Foods\*, Farmers Market
* **Food Vendor**: Preparing & selling food on-site for immediate consumption either out of a truck, trailer, tent or booth.
* **Corporate Vendor**: Banks, realtors, medical offices, phone companies, legal services, etc.

\* Cottage Foods are items that can be produced in a home kitchen such as cookies, breads, jelly, honey, herb mixtures and pasta. It is your responsibility to know the difference and abide by the appropriate rules.

REGISTRATION FEES

Food/Snack vendor spaces are **approximately** 15 ‘W x 10’ D. Premium/General vendor spaces are **approximately** 10 ‘W x 10’ D. If you require more than the allotted space, you will need to purchase an additional booth. This applies even if you only need one more foot of space.

FOOD VENDOR $50.00 PER SPACE (3 GUARANTEED AVAILABLE)

SNACK VENDOR $40.00 PER SPACE (4 GUARANTEED AVAILABLE)

PREMIUM VENDOR $35.00 PER SPACE (33 GUARANTEED AVAILABLE)

GENERAL VENDOR $25.00 PER SPACE (24 GUARANTEED AVAILABLE)

PARKING PASS $ 5.00 PER SPACE (20 AVAILABLE)

Registration fees are NON-REFUNDABLE unless your application is denied or the event is cancelled by the Parks and Recreation Department.

DEPOSIT

FOOD VENDOR $100.00 PER SPACE

SNACK VENDOR $75.00 PER SPACE

PREMIUM/GENERAL VENDOR $50.00 PER SPACE

The deposit will be returned to every vendor who shows up, sets up on time, and stays the entire event.

THE REGISTRATION FEE AND DEPOSIT MUST ACCOMPANY REGISTRATION THE FORM.

PAYMENT METHODS ACCEPTED AND PREFERRED

CHECKS: Make payable to the City of Chester Fall Festival

 **(This is the preferred method of payment for your deposit.)**

CREDIT/DEBIT CARD: A convenience fee applies.

MONEY ORDER or CASH

RULES & REGULATIONS

1. Vendors must be aware of, keep up to date and comply with all current festival rules, regulations and guidelines. Management reserves the right to modify the policies, rules and regulation at its discretion at any time. While we make every attempt to be reasonable, be aware that violators may be banned, without refund, from participation even though they were approved and have all fees paid and may be banned from future City of Chester sponsored events.
2. Only approved vendors are allowed to participate.
3. All items you plan to sell must be turned in for approval. The festival manager has the right to stop you from selling items that were not approved, even if you sold them in previous years.
4. Vendors may not be under the influence of drugs or alcohol while participating in this event.
5. Vendors should leave their space better than they found. It.
6. Vendors are responsible for disposing of their trash in the proper receptacles.
7. Vendors must treat all festival staff, volunteers, neighbors and visitors with professionalism and respect.
8. Vendors must refrain from using profanity and from behavior that is verbally or physically abusive, dangerous or disruptive to festival activities.
9. Slanderous or derogatory statements and other actions that denigrate your fellow vendors and/or their products as well as festival staff and volunteers will not be tolerated.
10. Generators are not allowed unless approved beforehand.
11. Festival hours are 10 am-4pm. Vendors are required to be set up by 10 am and stay set up until 4 pm. The festival will take place rain or shine**. NO REFUNDS WILL BE GIVEN FOR INCLEMENT** **WEATHER.** In the event of a serious threat such as tornado, we will communicate a plan of action at that time.
12. **NO LATE OPENINGS. NO EARLY CLOSINGS. NO EARLY BREAKDOWNS. NO EXCEPTIONS.** Anyone not complying with this rule not only forfeits their deposit, they will not be allowed to return next year. (In the event you sell out – contact the festival manager for instructions.
13. Vendors must be completely loaded and clear of the festival grounds by 6 pm.
14. Vendor is responsible for managing their booth during the operating hours of the festival.
15. The City of Chester, its staff and volunteers are not responsible for any loss or damage incurred to the vendor’s property or belongings. The vendor also agrees to hold harmless and indemnify the City of Chester, its staff and volunteers against any claims arising by virtue of their occupancy of the premises of use thereof.
16. If you leave items unattended you do so at your own risk.
17. Premium and General vendor booths are approximate 10’W x 10’D in size. Food and Snack vendor booths are approximately 15’W x 10’D. Electricity is NOT available. Make sure your tents fit in this space. This is non-negotiable, select your tents accordingly. If you need more space than the listed measurements you will need multiple booths.
18. Decorate your booth appropriately. The City of Chester Parks and Recreation Department reserves the right to require removal of decoration that they deem inappropriate or objectionable.
19. No radio, loud speakers, or other amplification equipment is allowed in booths.
20. There is an ATM at Buena Vista Bank which is on site. Wireless internet is available at some points but is not guaranteed.
21. No food or drink can be sold from any booth except at designated food booths without the written permission from the festival manager and proper licensing, if required.
22. **Public safety is a priority. Because of this, vehicles are not allowed on the event site during any time there is pedestrian traffic on the grounds. NO EXCEPTIONS!**
23. By submitting an application, you authorize the City of Chester to utilize any and all photos or videos produced during the event for the promotion of the event and the City of Chester, now and in the future, across any and all media platforms. This includes, but is not limited to, photos of you, anyone working with you, your booth and/or your products.
24. In order for you and the City of Chester to have a successful and well-attended Fall Festival, it is necessary for the staff to make decisions based on the good of the overall festival and not just the wants and desires of individual applicants and/or vendors.

***Please keep this packet for you reference.***

INSURANCE INFORMATION

Activity providers and food/snack vendors must submit a Certificate of Insurance (COI) proving the vendor holds a General Liability Policy. The General Liability Insurance shall be written with limits no less than $1,000,000 each occurrence and $2,000,000general aggregate. The Certificate of Insurance must be in the Recreation Director’s office by 3 pm, Friday, September 17, 2021.

The following conditions must also be met:

1. The City of Chester must be listed at additional insured on the policy.
2. Description of operations box must list the Name, Date and Location of the event.
3. The Certificate Holder Box must contain:

 City of Chester, Illinois

 1330 Swanwick Street

 Chester, IL 62233

If you do not currently have an insurance policy, there are several companies that provide event vendor insurance. Some examples include:

[www.specialeventinsurance.com](http://www.specialeventinsurance.com)

[www.kandkinsurance.com](http://www.kandkinsurance.com)

[www.theeventhelper.com](http://www.theeventhelper.com)

The City of Chester is not affiliated with any of the above listed and does not endorse any company.