

CITY OF CHESTER FALL FESTIVAL 2023  
618-826-1430

[CHESTERRECREATION@CHESTERILL.COM](mailto:CHESTERRECREATION@CHESTERILL.COM)

THIS STREET FESTIVAL WILL BE HELD AT COLE MEMORIAL PARK, FRIDAY, OCTOBER 20<sup>TH</sup> -SUNDAY, OCTOBER 22<sup>ND</sup>. 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 ACTIVITIES FOR ALL AGES, FREE INFLATABLES/INTERACTIVES/GAMES, CARVED PUMPKIN CONTEST, PUMPKIN RACE, FOOD, VENDORS, CARNIVAL RIDES, LIVE MUSIC, PARADE, FIREWORKS AND MUCH MORE!

**DATE & TIMES:** CRAFT BOOTHS: FRIDAY, OCTOBER 20<sup>TH</sup>, 5 – 9 PM  
SATURDAY, OCTOBER 21<sup>ST</sup>, 10 AM – 6 PM  
SUNDAY, OCTOBER 22<sup>ND</sup>, 12 – 6 PM

**BOOTH SIZE:** 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. YOU WILL NOT BE ABLE TO PARK A CAR OR A TRAILER AT YOUR SPACE

**COST:** CRAFT VENDOR \$50 PER SPACE FOR 3 DAYS – ADDITIONAL SPACE \$50 FOR 3 DAYS – SHARING FEE \$50 PER SPACE- DEPOSIT \$100 PER SPACE **ALL REGISTRATION FEES ARE NON-REFUNDABLE. UNLESS EVENT IS CANCELLED BY THE CHESTER PARKS AND RECREATION DEPARTMENT.**

**DEPOSIT:** **THE DEPOSIT MUST BE PAID SEPARATELY** IT WILL BE AVAILABLE AT THE CENTRAL STAND SUNDAY, OCTOBER 22<sup>ND</sup> AT 6:15 PM FOR VENDORS TO PICK UP. VENDORS ARE RESPONSIBLE FOR PICKING IT UP AT THIS TIME. DEPOSITS NOT PICKED UP BY 7 PM WILL BE CONSIDERED DONATIONS. VENDORS LEAVING EARLY, ARRIVING LATE, BEING A NO SHOW OR PULLING VEHICLES INTO THE GROUNDS OR RESTRICTED AREAS BETWEEN 3 PM FRIDAY AND 7:30 PM SUNDAY, FORFEIT THEIR DEPOSIT. ***DO NOT COMBINE YOUR REGISTRATION FEE AND DEPOSIT.***

**MERCHANDISE:** PARTICIPANTS MAY SELL HOMEADE ARTS & CRAFTS, FARMERS MARKET, POTTERY, FURNITURE, ANTIQUES, PRIMITIVES, ART, ONE OF A KINDS, VINTAGE GOODS, JEWELRY, CLOTHING, TREASURES, FLEA MARKET ITEMS, HEALTH & WELLNESS, 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. ONLY APPROVED ITEMS MAY BE SOLD AT YOUR BOOTH.

**SET UP TIME:** **GENERAL VENDORS MAY BEGIN SET UP FRIDAY AT 1 PM.** YOU MAY NOT BE ABLE TO PULL UP NEXT TO YOUR BOOTH. PLEASE BE PREPARED. VENDORS SHOULD CHECK IN AT THE CENTRAL STAND PRIOR TO SET UP.

**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.

**ELECTRICITY:** **NONE AVAILABLE**

**UNLOADING:** ITEMS MAY BE UNLOADED AT DESIGNATED AREAS ONLY. FOR SAFETY REASONS **YOU WILL NOT** BE ABLE TO DRIVE INTO THE BOOTH AREA BETWEEN 3 PM FRIDAY AND 7:30 PM, SUNDAY. **MOTOR VEHICLES WILL NOT BE ALLOWED IN THE BOOTH AREA ONCE FESTIVAL STAFF BELIEVE IT IS NO LONGER SAFE.** PLEASE COME PREPARED.

**PARKING:** IMMEDIATELY AFTER UNLOADING AND **BEFORE** SETTING UP YOUR DISPLAYS, VENDORS MUST MOVE THEIR VEHICLES TO A STREET 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 SALE HOURS. 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 &** THIS IS A RAIN OR SHINE EVENT. NO THERE WILL BE NO REFUNDS OF REGISTRATION FEES OR DEPOSIT.

**CANCELLATIONS:** 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](mailto:CHESTERRECREATION@CHESTERILL.COM).

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**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 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 THE ABOVE FOR ANYONE OCCUPYING YOUR BOOTH.**

<b><u>LIST THE ITEMS YOU WOULD LIKE TO SELL AT THE FALL FESTIVAL</u></b>
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GENERAL VENDOR APPLICATION

DATE SUBMITTED					
VENDOR NAME					
BUSINESS NAME					
VENDOR ADDRESS					
VENDOR PHONE	HOME		CELL		
EMAIL					
TYPE OF BOOTH		GENERAL	SHARING	YES	NO

MAKE CHECKS (2) DEPOSIT AND REGISTRATION FEE MUST BE SEPARATE}

PAYALBE TO: CITY OF CHESTER FALL FESTIVAL.

MAIL CHECKS AND APPLICATION TO:

CITY OF CHESTER FALL FESTIVAL, ATTN; PATTI CARTER, 1330 SWANWICK STREET, CHESTER, IL 62233

**DO NOT WRITE IN THIS AREA**

BOOTH TYPE	FEE PER BOOTH	NUMBER REQUESTED	TOTAL
GENERAL VENDOR	\$100.00		
ADDITIONAL BOOTH	\$ 75.00		
SHARING FEE	\$ 50.00		

TOTAL DUE

CHECK #	ACH	CASH	OTHER	AMOUNT	DATE

DEPOSIT

CHECK #	ACH	CASH	OTHER	AMOUNT	DATE
GENERAL VENDOR DEPOSIT		\$100.00			
ADDITIONAL BOOTH DEPOSIT		\$ 50.00			

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