

City of Chester
Parks and Recreation
1330 Swanwick Street
Chester, Illinois 62233
618.826.1430
chesterrecreation@chesterill.com
December 1, 2 & 3, 2023

Dear Crafters and Vendors,

I am sending the information for upcoming Christmas on the River Craft Show.

You may receive a duplicate if you were on multiple mailing lists.

Registration forms are available in my office, by email and on line at www.chesterill.com.

The VFW is located at 939 State Street and the American Legion is located at 500 Opdyke Street

Spaces are limited to 30 at the VFW and 30 at the Legion. Spaces will be given out first come based to selected vendors on the return of the registration form and fee.

The registration fee is non-refundable. Each space will have 1 table and 2 chairs available. A deposit is required for each space. The deposit will be returned at 3 pm Sunday to vendors who stay set up the entire time. Anyone opening late or leaving early, on any day, will forfeit their deposit. Your deposit must be one check and the registration fee must be a separate check.

Sale hours will be:

Friday, 5-8 pm (set up 1-5 pm)

Saturday, 9 am-5 pm (doors open to vendors at 8:30 am)

Sunday, 11 am-3 pm (doors open to vendors at 10:30 am)

If you have any questions please give me a call or send an email.

Thank you and I look forward to seeing everyone!



Patti Carter
City of Chester, Recreation Director

CITY OF CHESTER CHRISTMAS ON THE RIVER 2023
CRAFT/VENDOR SALE

CITY OF CHESTER
PARKS AND RECREATION DEPARTMENT
1330 SWANWICK STREET
CHESTER, IL 62233
618-826-1430

CHESTERRECREATION@CHESTERILL.COM

THIS EVENT WILL BE HELD FRIDAY, DECEMBER 1ST, SATURDAY, DECEMBER 2ND, AND SUNDAY, DECEMBER 3RD, IN CONJUNCTION WITH OUR 35TH ANNUAL CHRISTMAS ON THE RIVER CELEBRATION

DATE: FRIDAY, DEC. 1: 5-8 PM, SATURDAY, DEC. 2: 9AM-5 PM & SUNDAY, DEC. 3: 11 AM-3 PM.
BOOTH SIZE: **IS APPROXIMATELY THE LENGTH AND WIDTH OF THE TABLE. SHARING OF BOOTH IS NOT ALLOWED WITHOUT PRIOR APPROVAL. THERE IS A BOOTH SHARING FEE.**
COST: REGISTRATION FEE IS NON-REFUNDABLE AND A SPACE DEPOSIT IS REQUIRED. THE DEPOSIT MUST BE PAID SEPARATELY. THE DEPOSIT WILL BE GIVEN BACK AT 3 PM, SUNDAY. ANYONE ARRIVING LATE OR LEAVING EARLY FORFEITS THEIR DEPOSIT.
MERCHANDISE: PARTICIPANTS MAY SELL CRAFTS, ART, ONE OF A KINDS, AND DIRECT SALES! SUBMIT A LIST OF ITEMS FOR APPROVAL. ONLY APPROVED ITEMS WILL BE ALLOWED. WE WILL NOT ACCEPT TWO OF THE SAME DIRECT SELLING CONSULTANTS.
SET UP TIME: FRIDAY, 2-5 PM. THE DOORS WILL OPEN TO VENDORS 30 MINUTES PRIOR TO SALE STARTING TIME. (SATURDAY 8:30 AM AND SUNDAY, 10:30 AM)
BREAK DOWN: THE EVENT IS OVER AT 3 PM SUNDAY. VENDORS ARE EXPECTED TO STAY SET UP UNTIL 3 PM. **(THOSE WHO DO NOT WILL NOT GET THEIR DEPOSIT BACK)** VENDORS WILL NEED TO VACATE THE SPACE BY 4:30 PM.
EQUIPMENT: VENDORS WILL BE PROVIDED ONE (1) TABLES AND TWO (2) CHAIRS. ELECTRICITY IS NOT GUARANTEED. IF RUNNING AN EXTENSION CORD YOU MUST HAVE APPROVAL PRIOR TO THE DAY OF AND YOU MUST TAPE IT SECURELY IN PLACE SO AS NOT TO BE A TRIP AND FALL HAZARD.
UNLOADING: ITEMS MAY BE UNLOADED AT DESIGNATED AREAS ONLY.
PARKING: IMMEDIATELY AFTER UNLOADING AND **BEFORE** SETTING UP YOUR DISPLAYS, VENDORS MUST MOVE THEIR VEHICLES (**VFW** VENDORS: PARK ACROSS THE STREET IN LOT OR BEHIND THE BUILDING. LEAVE THE STREET SPACES FOR SHOPPERS. **LEGION VENDORS** PARK NEAR THE PAVILLIONS. LEAVE THE SPACES BY BUILDING FOR SHOPPERS.) THIS ALSO HELPS CLEAR UP SPACE FOR OTHER VENDORS TO UNLOAD AND WE WANT TO LEAVE THE CLOSER PARKING SPACES FOR THE CUSTOMERS.
QUESTIONS: CONTACT THE RECREATION OFFICE 618-826-1430 OR BY EMAIL CHESTERRECREATION@CHESTERILL.COM.

If this event is cancelled by the City of Chester registration fees & deposits will be refunded

CHRISTMAS ON THE RIVER 2023

HOW DID YOU HEAR ABOUT THE CHRISTMAS ON THE RIVER CELEBRATION: (CIRCLE ONE)

EMAIL FACEBOOK INTERNET WORD OF MOUTH

FIRST & SECOND CHOICE: VFW _____ LEGION _____ BIG HALL LITTLE HALL

IF FIRST CHOICE IS NOT AVAILABLE I UNDERSTAND I WILL BE PLACED AT THE NEXT AVAILABLE: _____ (INITIAL)

DATE SUBMITTED				
VENDOR NAME				
BUSINESS NAME				
VENDOR ADDRESS				
VENDOR PHONE	HOME		CELL	
EMAIL				
TYPE OF BOOTH	INFORMATIONAL	CRAFT	DIRECT SALES	SHARING

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

MAKE CHECKS (2 SEPARATE) PAYALBE TO: CITY OF CHESTER COTR. MAIL CHECKS AND APPLICATION TO:

CHESTER RECREATION
1330 SWANWICK STREET
CHESTER, IL 62233

NO REFUNDS OF REGISTRATION FEES UNLESS WE ARE OUT OF SPACES.
YOU WILL RECEIVE AN ACCEPTANCE NOTICE.

~~~~~**DO NOT WRITE BELOW THIS LINE**~~~~~

**DO NOT WRITE IN THIS AREA**

**VENDOR LOCATION**    LEGION BIG    LEGION SMALL    VFW            **VENDOR #** \_\_\_\_\_

|                  | AMOUNT |     | QUANTITY | TOTAL DUE | <b>ALL FEES PER BOOTH</b> |           |
|------------------|--------|-----|----------|-----------|---------------------------|-----------|
| REGISTRATION FEE | \$25   | X   |          |           |                           |           |
| SHARING FEE      | \$15   | X   | 1        |           |                           |           |
| PAYMENT METHOD   | CASH   | ACH | CHECK    | CHECK #   | OTHER                     | TOTAL DUE |
| DEPOSIT          | \$50   | X   |          |           |                           |           |
| PAYMENT METHOD   | CASH   | ACH | CHECK    | CHECK #   | OTHER                     | X         |

|               |
|---------------|
| DATE RECEIVED |
|---------------|

CITY OF CHESTER CHRISTMAS ON THE RIVER 2023

**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

**UNDERSTANDING OR RISK**

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

|                            |                          |
|----------------------------|--------------------------|
| PRINTED NAME               |                          |
| SIGNATURE                  |                          |
| DATE                       |                          |
| VERBAL CONSENT RECEIVED BY | <b>(OFFICE USE ONLY)</b> |

**\*\*\*\*YOU WILL RECEIVE A CONFIRMATION\*\*\*\***