

# FALL FEST

## Des Plaines Family Festival

### OPEN AIR MARKET EXHIBITOR APPLICATION

Sixth Annual FALL FEST *an outdoor festival with live music, food, beer & beverages, an Open Air Market, a Country Fair Tent, Carnival, a KidZone with children's activities, car show, and more. It is produced by the Des Plaines Chamber of Commerce & Industry, Des Plaines History Center and the Des Plaines Park District. More information is available at [www.fallfestdesplaines.com](http://www.fallfestdesplaines.com).*

**Vendors are invited to sell arts, crafts or cash & carry merchandise to the general public.**

**Location:** Lake Park. Lee Street, between Howard Avenue and Touhy Avenue.

**Fees & Hours:** Saturday, September 16, noon-8 p.m. Fee: \$100  
Sunday, September 17, noon-7 p.m. Fee: \$100  
**or both days: \$150**

**Set-Up:** Saturday, September 16, from 9:00-11:00  
Sunday, September 17, from 9:00-11:00

**Vendors are responsible for transporting items from the drop-off zone to their space. Push carts will be available. Vendors may drop off supplies on Lee Street, but must park on approved streets. No driving or parking is permitted in vendor area.**

**Space Rules:** Each space is 10' X 10'. Flow over into other spaces will NOT be allowed. Exhibitors are to provide own tables and chairs and/or tent to fit space. Equipment will be available for rental, at an additional cost. Use of a generator is **PROHIBITED**. **Electricity will be available to a limited number of spaces for an additional fee.**

**Take Down:** No booths are to remain open later than the established hours. Exhibitors are responsible for clean-up of their space. Trash, debris, and leftover product may be placed in a trash bag and placed near an event trash can, for pick-up by event personnel.

#### Application Process

1. Complete the application and return it with entry fee payable to Des Plaines Park District on or before August 30, 2016 to: Des Plaines Chamber of Commerce & Industry, 1401 E. Oakton, and Des Plaines IL 60018-2171.
2. List and describe all items available for sale at your booth (i.e. handmade jewelry items, metal lawn ornaments, t-shirts, wax candles, woodwork, pottery, etc.) **Please be as specific as possible.**
3. Completed applications will be accepted on a "first come, first served" basis. Every attempt will be made to avoid duplication, i.e. only one Mary Kay or Avon representative. Please remember that this event is family oriented and inappropriate materials will not be accepted. In all cases, the Fest organizers reserve the right to accept or decline an application.
4. There will be no rain date(s). Event will be held rain or shine, however Fall Fest event organizers reserve the right to shut down the Fest in conditions that are potentially dangerous.

## Vendor Booth Requirements

1. Sharing of vending space must be approved or may be denied by the Event Manager, prior to the event.
2. Vendors shall furnish their own displays, tables, chairs, and tents for their 10x10 space. **No selling from trucks or vehicles will be allowed.** Equipment will be available for rental, at an additional cost. Vendors must specify the need for equipment rental, and pre-pay with the application and entry fee.
3. All tents must be secured with weights to assure the safety of our shoppers and Vendors.
4. Prices of items must be clearly marked and in full view of the customers.
5. In case of rain, producers must provide their own protection.
6. Vendors should avoid all appearance of having been drinking, or being in an intoxicated condition.
7. Smoking by Vendors and their employees is prohibited.
8. No crying out or “hawking” of products will be allowed. All sales must be made from within your designated space.
9. Vendors will in no way cause detriment, and must be courteous to other vendors and to the public at all times.
10. Vendor agrees not to amplify sound of any type within the booth. Participants with amplified sound may be asked to vacate space and will not receive a refund. Amplified sound has been determined to create conflict with adjacent Vendors. Please respect your neighbors.
11. Pets are not allowed in the Vendor spaces.

The Des Plaines Park District, Des Plaines Chamber of Commerce and Industry, and the Des Plaines Historical Society will not be responsible for theft or damage of property or equipment from the stalls, or elsewhere on the Park District property during or after event hours. The Des Plaines Park District requires that all Vendors carry liability insurance.

### VENDORS SHALL NOT

1. Vendors shall not sell apiary products, maple sugars or syrup and processed food unless properly labeled in accordance with State Standards for Labeling.
2. Because of the risk of food borne illness, all home-canned products are prohibited. For more detailed information on acceptable and/or prohibited products, see Illinois Department of Agriculture and Illinois Department of Health publication “Sanitation Guidelines for Farmers Markets, Producers Markets and Other Outdoor Food Sales Events.”
3. Sell or offer any unwholesome or spoiled articles.
4. Sell or offer any article without obtaining an Illinois State Tax License for the current year and have it in their possession.
5. Transport or display foods without adequate protection against contamination. Delivery trucks and other equipment used for transportation shall be kept clean at all times.
6. Bring any pets or animals to the Market.

## **Refunds**

**All payments are non-refundable.** Exceptions may be granted in the case of an emergency, at the discretion of the Event Manager.

## **Dismissal from Event**

In the event a Vendor is dismissed from **Fall Fest**, he/she will be asked to vacate booth space immediately, take all belongings and will not be allowed onsite for the remainder of the Event. Vendors may be dismissed or removed from **Fall Fest** if found to be in violation of any Terms and Conditions.

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## **Fall Fest Contact Information**

www.fallfestdesplaines.com

*For additional information:*

Phone: 847-824-4200 (Marisa, Des Plaines Chamber of Commerce)

*To fax us your application:*

Fax: 847-824-7932 (Marisa, Des Plaines Chamber of Commerce)

*To send us an e-mail:*

E-mail: [mmarton@dpchamber.com](mailto:mmarton@dpchamber.com)

**(For security reasons, only mail or fax forms which include Credit Card information)**

*Mailing address:*

Des Plaines Chamber of Commerce  
1401 E. Oakton Street, Des Plaines, IL 60018

*Make checks payable to:*

**Des Plaines Park District**

**OPEN AIR MARKET EXHIBITOR APPLICATION**  
*Please print or type all information. Return completed form with payment.*

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

(We will contact you via email with booth information, drop off time and any updates, etc.)

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Description of Items for Sale: \_\_\_\_\_

Applicant hereby fully releases the Des Plaines Chamber of Commerce and Industry, Des Plaines Historical Society, and Des Plaines Park District, their officers, agents and employees from any and all claims from injuries including death, damages or loss, which he/she or the organization or company they represent may have or which may accrue to them in connection with Fall Fest to be held September 19-20, 2015. Applicant further agrees to indemnify and hold harmless and defend the Des Plaines Chamber of Commerce and Industry, Des Plaines Historical Society, and Des Plaines Park District, their officers, agents and employees from any and all claims from including, death, damages or loss, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with Fall Fest to be held September 19-20, 2015. I have read the above and agree to comply with the guidelines. I understand that failure to do so may result in removal of my display, forfeiture or application fee and/or bill for damages. I have also received, read, and agree to abide by the rules and guidelines stated in the attached materials.

**PLEASE NOTE: ALL FORMS MUST BE SIGNED AS PROOF THAT YOU HAVE READ AND AGREE TO THE HOLD HARMLESS AGREEMENT.**

**Contact Signature:** \_\_\_\_\_

Number of 10x10 booth space(s) requested \_\_\_\_\_ **for both days** @ \$ 150 = \_\_\_\_\_

Number of 10x10 booth space(s) requested \_\_\_\_\_ **Saturday, September 16 only** @ \$100 = \_\_\_\_\_

Number of 10x10 booth space(s) requested \_\_\_\_\_ **Sunday, September 17 only** @ \$100 = \_\_\_\_\_

I prefer to drop off between: 9:00-10:00 a.m. \_\_\_\_\_ or 10:00-11:00 a.m. \_\_\_\_\_

**Equipment Rental:**

Number of 10x10 Tents \_\_\_\_\_ @ \$125/ea \_\_\_\_\_

Number of 8' Tables \_\_\_\_\_ @ \$8.50/ea \_\_\_\_\_

Number of Chairs \_\_\_\_\_ @ \$1.50/ea \_\_\_\_\_

**Total Enclosed = \$** \_\_\_\_\_

**Enclosed please find check made payable to Des Plaines Park District**

Credit Card Payment (check one):  Visa  MasterCard  Discover

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_  
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Cardholder Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**Return form and payment to:**

Des Plaines Chamber of Commerce and Industry • 1401 E. Oakton, Des Plaines IL 60018-2171

Fax: 847-824-7932 • E-mail: Bryan@dpchamber.com • [www.fallfestdesplaines.com](http://www.fallfestdesplaines.com)

**For security reasons, only mail or fax forms which include Credit Card information.**

**Checks should be payable to the Des Plaines Park District**