



26th Annual Hometown Days Festival

Friday, August 31– Sunday, September 2, 2018

Beecher Community Park, 908 Game Farm Rd. Yorkville

Exhibitor Rules and Regulations

Festival Hours:

- This year's festival takes place on Labor Day weekend beginning Friday, August 31 and runs through Sunday, September 2, 2018.
- Festival hours are as follows: Friday August 31, from 5pm -10pm, on Saturday, September 1 and Sunday, September 2 from 11am to 10pm at Beecher Community Park, 908 Game Farm Road, Yorkville. All exhibitors are required to stay the entire times listed above.

Application Process:

- All applications must be received with payment by 8/14/2018 to be considered for participation. Any payments made after August 13th, 2018 must be made via cash or money order. **Onsite payments will not be accepted.**
- Submission of an application does not guarantee acceptance into the festival. A confirmation email signifies acceptance only.

Cancellation/Refund Policy:

- Applications that are denied will receive a full refund. Refunds will not be given after Monday, August 13, 2018.
- Vendors will be charged \$35 for returned checks.
- Cancellations or suspension may occur due to lack of proper City or County licensing. Exhibitors who fail to comply with the proper guidelines will not receive a refund.
- Inclement weather or Acts of God that result in the cancellation of the event will not receive a refund of vending fees.
- The Hometown Days Festival Committee reserves the right to close down those vendors/exhibitors who do not comply with the rules and regulations of the festival. Non-compliance will result in loss of fees and deposits.

Confirmation:

- All exhibitors will receive confirmation the week of August 20 along with additional information about the festival.

Electrical Power:

Note: All exhibitor spaces include 1-20amp circuit. Additional power can be purchased and fees are listed within the application.

Exhibitor Space:

- Vendor/exhibitor space is assigned on a first-come, first served basis but is not guaranteed as space is limited. We reserve the right to alter locations up to the day of the festival due to space constraints. Outlet adapters are not allowed. The Hometown Days Festival Committee reserves the right to refuse the sale of items they deem inappropriate.

Insurance and Liability:

- Exhibitors/vendors are required to carry their own insurance. The United City of Yorkville and its facilities assume no responsibility for the safety of the properties of the vendor/exhibitor, its officers, agents or employees from theft, damage by fire, accident or any other causes whatsoever.

Note: When submitting your application, you must also submit a certificate of liability insurance naming the United City of Yorkville (800 Game Farm Rd, Yorkville, IL 60560) as additionally insured. Applications will not be accepted without a liability form.



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Parking:

- Trailers and vehicles must remain in the parking area/lot. Trailers will not be allowed on grassy areas. Exhibitors must also enter at the vendor entrance only.

Security:

- Security will be provided; however, the exhibitor should insure his exhibit against loss or damage. All property of the exhibitor is understood to remain in the care, custody and control of the exhibitor. The exhibitor agrees to maintain fire and extended coverage insurance on the contents located within the exhibit booth.

Set-up and Take Down:

- Each vendor is responsible for the set-up, take down, and clean up of their exhibitor space.
Note: Set up times are from 4pm-7pm on Thurs. Aug. 30 and from 8am-2pm Fri. Aug. 31. Beecher Community Park closes at 7pm on Thursday evening. All Thursday evening set ups must be completed by 6:45pm. Friday set ups must be completed by 3pm, no exceptions.
- All materials and supplies must be removed by noon on Monday, Sept. 3, 2018.
- It is the responsibility of the exhibitor to ensure that their booth space is cleaned and void of trash.
- Drilling in the street, landscaping, and walking path areas are not allowed.
- Each vendor must provide their own supplies and trash receptacles for their own booth.
- Vendors must furnish their own display equipment within the allotted space. Displays must be neat and attractive. All display racks must be contained within the allotted space
Note: Self standing tents are allowed within the exhibitor area only.
- All tents must be portable (pop-up only) and properly anchored down.
- Exhibitors must participate during the entire three-day event. No exceptions.
- Exhibitor vehicles are not allowed on festival grounds during festival hours.

Other:

- The Hometown Days Festival Committee reserves the right to relocate an exhibitor when necessary.
- Exhibitors will be allowed to add or put up any additional signs with the approval of the Hometown Days Committee
- Signs/equipment exceeding 12 feet in height are not permitted.
- All exhibitors must provide their own 10'x10' tent. Lights will be provided for public areas/walkways only. Exhibitors must provide necessary lighting for their exhibitor space.

Please mail your Application and Payment to:

Shay Remus, Yorkville Parks and Recreation Department, 201 W. Hydraulic Ave Yorkville, IL 60560 or if you are paying by credit card and prefer to fax in your application, please fax all information to 630.553.4360 (credit card payment only). Please email all electronic applications to Shay Remus at sremus@yorkville.il.us. All payments must be made by August 13th, 2018. Any payment made after August 13th, 2018 must be paid in cash or by money order.



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Exhibitor Application Form

Your application must be received by Monday, August 13th, 2018 in order to be considered for participation.

Application Requirements:

1. Exhibitor Application (Enclosed Packet)
2. Proof of Insurance Naming the United City of Yorkville(800 Game Farm Rd, Yorkville) as additionally insured.
3. Payment (Cash, Check, Visa, Mastercard, Discover), payments submitted after August 13,2018 must be made by cash or money order.

List additional electric needs here _____

2018 Exhibitor Booth Fees:

Rate:

After:8/13/2018

Exhibitor Space-10' x 10'

(Includes electric, 1-20 amp circuit)

____@150=\$____

____@200=\$____

Large Exhibitor Space

(Includes electric, 1-20 amp cord drop)

____@500=\$____

____@700=\$____

•Electrical power is available for an additional fee as follows:

*Additional 20 amp cord drop	\$ 50
*1-240 volt connection up to 60 amp Limited availability—Vendor supplies cord	\$ 75
*1-240 volt direct wire connection up to 60 amp Limited availability—Vendor supplies cord	\$ 75
*1-240 volt connection over 60 amp Advanced notice required—Vendor supplies cord	\$110
*1-240 volt direct wire connection over 60 amp Advanced notice required—Vendor supplies cord	\$125

Total Additional Electric Fees:\$_____

Name of Business:_____

Please list all products or services you will be exhibiting:_____



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Exhibitor Contact Information:

Name of Business: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code _____

Day Phone Number: _____ Work Phone: _____

Fax Number: _____ Cell Phone: _____

E-mail: _____ FEIN Number or IL Business tax number: _____

We the undersigned, do hereby submit this application and contract for food vendor/exhibitor space as indicated here for our use at the 26th Annual Hometown Days Festival, Friday, August 31st to Sunday, September 2nd, 2018. This application for exhibit space, the confirmation of space assignment from the United City of Yorkville, and the full payment of charges constitute a contract for the right to use the space assigned. We have read and agree to comply with the Food Vendor/Exhibitor Rules and Regulations rental terms. As a vendor in the Yorkville Hometown Days Festival we waive and relinquish all claims or losses our business or our employees may have as a result of participating in this festival against the United City of Yorkville, its officials (either elected or appointed), commissioners, officers, agents, employees, and volunteers from and against any and all claims, suits, or cause of actions including reasonable attorney's fees, sustained or caused by our business or it's employees arising out of, in connection with, or in any way associated with activities of this festival.

Signature: _____ Print Name: _____ Date: _____

Grand Total: \$ _____

Method of Payment (checks or credit card accepted): Check #: _____

Credit Card Info: Visa MasterCard Discover

Name of Card Holder: _____

Card Number: _____ - _____ - _____ - _____ Expiration Date: _____

****Please note:** Any payments made after August 13th, 2018 must be made via cash or money order.

Make checks payable to: Yorkville Recreation Department (YRD)

Return signed application, certificate of liability insurance, and full payment to:

Yorkville Parks and Recreation Department

Attn: Shay Remus

201 W Hydraulic Ave

Yorkville, IL 60560

Faxed or emailed applications are accepted

With credit card payment provided.

Fax: 630-553-4360

Email: sremus@yorkville.il.us