



2nd Annual Richton Park Fall Fest

September 14, 2019

Information Vendor Application

Contact Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Check all that apply: Returning Organization New Organization

10 x 10 space @ \$100.00 (\$125.00 if postmarked after 8/14/2019)

10 x 20 space @ \$125.00 (\$150.00 if postmarked after 8/14/2019)

Need 110V power @ \$20.00 Electrical priority will be given to those who require it to produce product during the festival and will be awarded on first-come first-served basis.

10 x 10 tent @ \$50.00 6' Table @ \$25.00

Yes, I have read, understand and agree with the rules and regulations.

Yes, I have enclosed my payment of \$_____

Yes, I have submitted photos and a list of my products

Yes, I have provided copies of my Illinois tax ID and Department of Health certificate (if applicable)

By signing here, I acknowledge I have read, understand, and agree with the rules and regulations of the Richton Park Fall Fest (keep rules for your reference).

Signature: _____

Print: _____ Date: ____/____/____

Make Checks payable to:

Richton Park Fall Fest

4455 Sauk Trail
Richton Park, IL 60471

Or pay online at:
www.richtonpark.org

Checks will be deposited upon receipt. This **does not** assure your acceptance. If you were not accepted, refunds and notices will be sent within ten (10) days of receipt.

RULES AND REGULATIONS FOR THE 2ND ANNUAL RICHTON PARK FALL FEST

September 14, 2019

11:00 a.m. t 8:00 p.m.

Please read and sign the application page and keep the rules/regulation for your reference.

1. Applications and payment must be received no later than August 31, 2019. Any application received later than August 31, 2019 will be assessed a late fee of \$50.00 per booth space (if available) and must be included with your application. Accepted returning organizations will be given priority in the assignment of booth locations.
2. RPFH hours are: Saturday 11:00 a.m. – 9:00 p.m. Please note that this is a **one-day** event. The festival will take place rain or shine.
3. There will be no booth refunds after September 1, 2019. Non-successful applicants will receive refunds within ten days after the notification date of August 31, 2019.
4. No exhibitor shall assign, sublet or apportion any part of their space without prior written approval from the RPFH Committee. All merchandise, supplies, etc. must be contained within the booth space provided. No merchandise is permitted on any portion of the village sidewalk.
5. Vendors may only distribute items that have been approved in their application submitted to the RPFH Committee. All items offered for distribution must be directly related to the organization. Please fill out the attached *Materials Distribution Form* and return it with your application...
6. **NO LATE OPENINGS. NO EARLY CLOSINGS. NO EARLY BREAKDOWNS. NO EXCEPTIONS.** Anyone not complying with this rule will not be allowed to return next year.
7. Organization personnel must manage the booth during the operating hours of the festival.
8. Neither the RPFH Committee nor the Village of Richton Park is responsible for any loss or damage incurred to the exhibitors' property. The exhibitor also agrees to hold harmless and indemnify the RPFH Committee or the Village of Richton Park against any claims arising by virtue of their occupancy of the premises or use thereof. The RPFH Committee suggests packing and/or securing any valuable products while onsite.
9. Please decorate your booth appropriately. Tables must be draped.
10. No radios or loud speakers are allowed in booths.
11. Vehicles belonging to your organization are not allowed into the festival during working festival hours. **NO EXCEPTIONS.** Vendors will be allowed to enter the festival area one hour before and one hour after festival hours. Vehicles must be removed prior to start of the festival.
12. No political campaigning from any booth.
13. No food or drink can be sold from any booth except at designated food booths without written permission from the Festival Committee and proper Department of Health licensing.
15. No drilling or defacing the streets or sidewalks by anchors will be permitted.
16. Saturday morning only setup. You will be notified of your set up time 2 weeks prior to the festival. We will do everything in our power to place you in the approximate location that you request.

17. If your booth has an activity or project that creates litter, please be considerate and clean it up during and after the festival. Please minimize the volume of trash to be disposed at the RPPF by breaking down any cardboard boxes. The RPPF festival will provide receptacles for trash and will locate dumpsters at either end of the festival. The RPPF will provide trash pick-up during the festival hours. Help us keep the area clean.
18. If you have questions about the Richton Park Fall Fest, please email us at oneal@richtonpark.org or call (708) 753-8820.

Please keep these rules for your reference. Return the signed application form, vendor sales form, photos and payment to the Richton Park Fall Fest, 4455 Sauk Trail, Richton Park, IL, 60471.

Thank you and we look forward to another successful festival.

Festival Information and Contacts

Website: www.richtonpark.org

Email: oneal@richtonpark.org

Coordinator: Ouida Neal (708) 753-8820

2nd Annual Richton Park Fall Fest
Materials Distribution Form
September 14, 2019

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Organization Representative Breakdown
September 14, 2019

Name of Employee	Duration of Work	Age

Your booth will be checked for the appropriateness of your merchandise.
Thank you.