



# 2nd Annual Richton Park Fall Fest September 14, 2019 Artist / Craft Vendor Application

Owner's Name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check all that apply:  Returning Artist/Craft Vendor  New Artist/Craft Vendor

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](http://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 2<sup>ND</sup> 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 vendors will be given priority in the assignment of booth locations.
2. RPFH hours are: Saturday 11:00 a.m. – 8:00 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 can only sell items that have been approved in their application submitted to the RPFH Committee. All items offered for sale must be the work of the artist/craftsperson. No items purchased for resale will be permitted. Please fill out the attached *Vendor Sales Form* and return it with your application. **We do not allow CBD oil vendors.**
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. Vendor 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 craft or food vendors 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. Exhibitors are responsible for the collection of Illinois Sales Tax. The Illinois Department of Revenue usually inspects vendors and asks for their tax ID prior to the start of the festival. The Illinois Department of Revenue can be contacted at (800) 732-8866 or (217) 782-3336, for further information and licensing.
14. 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](mailto: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.

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### **Festival Information and Contacts**

Website: [www.richtonpark.org](http://www.richtonpark.org)

Email: [oneal@richtonpark.org](mailto:oneal@richtonpark.org)

Coordinator: Ouida Neal (708) 753-8820

*2nd Annual Richton Park Fall Fest*  
**Vendor Item Sales Form**  
 September 14, 2019

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

**Vendor Employee Breakdown**  
 September 14, 2019

Name of Employee	Duration of Work	Age

We continue to strive towards being a festival that includes **Art, Craft and Hand made items**. Do not sell items that were simply purchased for resale. Your booth will be checked for the appropriateness of your merchandise. Thank you.