

Office Use Only:				New Vendor: _____ Returning Vendor: # Yrs Participating _____			
Date Rec'd:	Vendor#	Amt Paid: \$	Method: Ck#	Credit Cd:	Rented Space:	Previous Yr	Current Yr

LASALLE COUNTY HISTORICAL SOCIETY
VENDOR APPLICATION – BURGEO FESTIVAL October 7, 2018

BUSINESS NAME _____ CONTACT PERSON _____
STREET ADDRESS _____ EMAIL (REQUIRED) _____
CITY _____ STATE _____ ZIP _____ PHONE _____

REQUIRED: Provide a detailed **description** and **picture** of what you will be displaying. Copies of applicable licenses, certifications, etc. We reserve the right to deny the sale of any undeclared items. **Applications without descriptions and picture WILL BE RETURNED.** If you are a direct sales company you must indicated the name of your company. Only one direct sales rep will be allowed in each our one day show and our two day show. Participants in our canal market will get priority in placement.

Please (X) Appropriate Spaces: New Vendor _____ Returning Vendor _____ RETURNING SPOT# _____
Two Day-Canal Market Site Only Festival Hours: Sat/11 am - 6 pm & Sun/ 9 am -5 pm

Before 06/01/18	After 06/01/18 (\$20 INCREASE)	Assigned Set Up Times
Indoor	Indoor	
___ 8' x 20' -- \$225	___ 8' x 20' -- \$245	Friday: 5:00 pm – 7:00 pm
___ 16' x 20' -- \$400	___ 16' x 20' -- \$420	Indicate Preference: _____ Bldg. Closes 9:00PM
Outdoor	Outdoor	
___ 10' x 10' - \$115	___ 10' x 10' - \$135	Saturday: 8:00 am - 10:00 pm
___ 10' x 20' - \$175	___ 10' x 20' - \$195	Indicate Preference: _____

One Day Only - Sunday Festival Hours: Sun/ 9 am - 5 pm

Before 06/01/2018	After 06/01/18	Assigned Set Up Times
___ 10' x10' - \$ 80	___ 10' x 10' - \$ 100	Sunday ONLY: 6:00 am - 7:30 am
___ 10' x 20' - \$150	___ 10' x 20' - \$170	Indicate Preference: _____

METHOD OF PAYMENT

Check one: _____ Check (payable to LCHS) _____ *Credit Card _____ Cash

***Credit Card Purchase Agreement** (Please complete below and sign.)

Cardholder Name: _____ Card#: _____

Visa _____ MasterCard _____ Exp Date (mm/yyyy) _____ Sec Code: _____ Amt: \$ _____

Cardholder Address: _____

Street/PO Box City State Zip Code

I agree this is a valid charge for the rental of a Vendor Space. If this charge is refused by the Card Company, after the initial authorization for any reason, I agree to pay LCHS the full amount within 10 days of notification. (Payment of cash, cashier's ck, or money order only.)

Signature of Cardholder _____ **Date** _____

RETURN COMPLETED FORM VIA: Email (Credit Cards only): events.lchs@gmail.com

Regular Mail (Checks): EVENTS c/o LaSalle County Historical Society, PO Box 278, Utica, IL 61373

FORWARD QUESTIONS TO: events.lchs@gmail.com or call Museum @ 815-667-4861

For Office Use Only	Date Enter _____	Initials _____	Accepted _____	Rejected _____	Refund Date _____
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49th Burgoo Festival ... Sunday, October 7, 2018

Vendor Guidelines:

Our qualifications or limitations are the result of the Historical Society's desire to encourage **homemade skills and crafts, and to remove material that is OFFENSIVE to the visitors and to the hosting community.**

Applicants are considered under the following general guidelines:

- * Preference to repeat vendors, residents of LaSalle County and to vendors with genuine homemade "Old Time" Crafts.
- * No sale of mass produced items for resale, including tube socks, records, tapes, electronic devices, games & plastic (new) items, etc.
- * No Sales of offensive printed items (Books, magazines, T-shirts, sweatshirts)
- * **NO WEAPONS OF ANY KIND ARE ALLOWED including explosive devices or toys.**
- * **NO EARLY BREAKDOWN OF VENDOR SPACES.**

The only food items that may be sold in vendor booths are baked goods, such as breads, candies or cookies; and homegrown items, such as popcorn, honey, etc. Vendors (Other than Food Vendors) who are selling food items on both days must display a LaSalle County Health Dept . (815-433-3366) food certification document. **Sale of water and soft drinks is not allowed from vendor booths. Vendors wishing to sell food items not listed above should use the FOOD VENDOR application.**

Most display areas are along the sidewalks and streets of Utica, within the designated areas and **are not to block vehicle or pedestrian traffic.** Please be respectful of local property owners and residents. **NO parking near vendor booth!!!**No protection from rain, wind, etc. is provided (except vendors inside the Canal Market) so bring some protection with you. No tables or display equipment are provided. Vendors are responsible for furnishing their own exhibit props. **Basic electricity is available to inside vendors of the Canal Market only.****If you require electricity there will be a \$25 fee made payable to LaSalle County Historical Society.** The street closing permit is from 6:00 am to 6:00 pm. At 6:00 pm., the streets are washed down and opened to traffic. Please make every effort to have your space cleared by then. All refuse must be moved to the closest garbage container & not left in Vendor Space(s).

A MAXIMUM OF ONE 20' SPACE PER VENDOR WILL BE ALLOWED. VENDORS NOT ACCEPTED WILL HAVE THEIR FEE RETURNED. ACCEPTED VENDORS WILL NOT BE GRANTED A REFUND AFTER 9/15/2018. WE RESERVE THE RIGHT TO ACCEPT OR DENY ANY VENDOR.

Applicant Must Read, Agree, and Sign the Release Below to Be Considered As A Vendor

I have thoroughly read the letter and guidelines for LCHS Vendors and agree to comply with all the terms, and to sign and abide by the liability disclaimer attached. I further understand that I may not sub-lease, sell or give away this space without written permission from the Festival Committee. An extra fee may be charged if I exceed my assigned space. I will maintain a neat and attractive booth within my designated area, and will prominently display the Vendor Permit at all times. I will be responsible for cleaning my area thoroughly after I close. I will try to carry out the heritage theme of the Event being presented by the LaSalle County Historical Society.

Date _____ Signed _____
Signature Required and **Printed Name**

I accept and assume full liability for any injury or loss to property, my agents, employees or me at any time and from any cause on the premises of the show. I expressly release the LaSalle County Historical Society, its employees, board, and volunteers, and the Village of North Utica, from any liability for such loss, injury or accident, and agree to provide and pay for my own insurance.

Date _____ Signed _____
Signature Required and **Printed Name**