

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 8, 2017**

NAME \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**CATEGORY OF ITEMS TO BE SOLD (Check One):** \_\_\_\_\_ Handcrafted Articles \_\_\_\_\_ Homegrown/Natural Items (Indian Corn, Honey, etc.) \_\_\_\_\_ Baked \_\_\_\_\_ Flea Market Items \_\_\_\_\_ Antiques/Collectibles

**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 NOT BE PROCESSED**

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

Before 06/01/17	After 06/01/17	Assigned Set Up Times
<b>Indoor</b>	<b>Indoor</b>	
____ 8' x 20' -- \$225	____ 8' x 20' -- \$235	<b>Friday: 5:00 pm – 7:00 pm</b>
____ 16' x 20' -- \$400	____ 16' x 20' -- \$410	<b>Indicate Preference: _____ Bldg. Closes 9:00PM</b>
<b>Outdoor</b>	<b>Outdoor</b>	
____ 10' x 10' - \$115	____ 10' x 10' - \$125	<b>Saturday: 8:00 am - 10:00 pm</b>
____ 10' x 20' - \$175	____ 10' x 20' - \$185	<b>Indicate Preference: _____</b>

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

Before 06/01/2017	After 06/01/17	Assigned Set Up Times
____ 10' x 10' - \$ 80	____ 10' x 10' - \$ 90	<b>Sunday ONLY: 6:00 am - 7:30 am</b>
____ 10' x 20' - \$150	____ 10' x 20' - \$160	<b>Indicate Preference: _____</b>

**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](mailto: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](mailto:events.lchs@gmail.com) or call Museum @ 815-667-4861

For Office Use Only	Date Enter _____	Initials _____	Accepted _____	Rejected _____	Refund _____	Date _____
---------------------	------------------	----------------	----------------	----------------	--------------	------------

**48th Burgoo Festival ... Sunday, October 8, 2017**

**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:

We give preference to repeat vendors, residents of LaSalle County and to vendors with **genuine homemade "Old Time" Crafts.**

**· We do not allow the sale of mass produced items for resale, including tube socks, records, tapes, electronic devices, games and plastic (new) items, etc.**

**· We will not allow vendors to sell printed items (Books, magazines, T-shirts, sweatshirts) that are offensive.**

**· NO WEAPONS OF ANY KIND ARE ALLOWED. And please, for the safety of the crowd and other vendors, we do not allow any explosive devices or toys.**

We do not allow the sale of food items that will compete with Burgoo meals, featuring Burgoo stew, BBQ pork chops, pork burgers, BBQ pork, brats, and hot dogs which the Historical Society sells; or the meals served by restaurants or taverns in Utica, our host community, on Burgoo day. **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.

**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 9/15/2017.  
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**