

ITALIAN FEST

The Main Street Event
Collinsville, Illinois

2016 CHILDREN'S AREA VENDOR PACKET

Friday, September 16 and Saturday, September 17, 2016

General Vendor Information

We are very happy to have the Children's Area Vendors at the 2016 Italian Fest! Each year the Collinsville Chamber of Commerce and the Italian Fest Executive Committee reviews the rules and regulations and makes changes to better suit our festival as a whole, and to be sure that all of our attendees are safe. Please be sure to read the applicable sections of this packet completely before submitting your application, as you will be held responsible for its contents.

Festival hours are 11am to 10:30pm on Friday and Saturday, September 16 & 17, 2016. Early closure is not allowed; all booths must remain open and cannot close until 10pm, but may elect to stay open until the festival closes at 10:30pm. No vehicles are allowed on the street before the police have cleared the streets of pedestrians. You are encouraged to remove all items from your booth at the close of each day; the Italian Fest is not responsible for theft, loss or destruction of property.

All Children's Area Vendors must provide the Italian Fest Executive Committee with a Certificate of Insurance. Please contact your insurance representative and this certificate will be provided at no cost to you.

Please see *Vendor Rules, Financial Obligation Information, and Clean-up Requirements & Information* all provided as a part of this packet.

Children's Vendor Rules

1. No outside alcohol is permitted on Fest grounds.
2. No sales or use of silly string, snap & pops, stink bombs or spray, bag bombs, marshmallow or potato guns, items displaying profanity or any other items deemed offensive by the Fest Committee are allowed. Children's Area Vendors using or attempting to sell such items will be removed without refund.
3. No sales of Italian Fest Souvenirs are allowed by anyone other than the Italian Fest; violations of trademark will be prosecuted to the fullest extent of the law.
4. No distribution of promotional materials, literature, political flyers/pamphlets, or petition drives may be handed out, distributed or conducted on Fest grounds during Fest hours.
5. All Vendor space is limited to 10' x 10' space and all displays must remain entirely within the space provided. Aisle space must not be infringed upon. Storage must be covered and out of sight. Table skirts will be provided.
6. Candles or other flammable items may not be burned during the Fest.
7. Vendors must provide their own tents and tables. They must be in good repair and properly secured to the ground for usage. You will be asked to take down or remove them if they are in violation. If tents are torn or damaged due to weather, all pieces must be removed upon arrival and properly disposed of that day. Forfeiture of Cleanup Check will occur if this is not complied with.
8. Electrical outlets are limited to one outlet per booth. Extension cords maybe permitted if properly taped down. However NO power strips will be allowed.

Children's Vendor Financial Obligations

The following are the fees related to operation of a Children's vendor booth at the Fest:

- Entry Fees: Entry Fees are nonrefundable and are due with Vendor Application. Fees are: \$150 for a 10' x 10' space.
- Clean-up Deposit: Each Vendor must submit a \$250 cleanup deposit, which will be returned to the organization after final inspection approval and receipt of the *Italian Fest Children's Area Vendor Report* by the deadline of October 30, 2016. (See Cleanup Information below).

Cleanup Requirements & Information

- Each Vendor is responsible for cleanup of their own area; the Fest Cleanup Crew is not responsible for individual Vendor areas. All trash generated by your booth must be placed in one of the dumpsters provided; do not place trash in cans along Main Street or in any private dumpster. Please Note: failure to adhere to this rule may result in forfeiture of the Cleanup check and/or invoicing for additional costs incurred. Shortly after closing, a representative of the Fest committee will inform the participants whether their booth area has been properly cleaned.
- Cleanup Checks will be voided and returned based on Fest inspection of Vendor Area and upon receipt of *Italian Fest Children's Area Vendor Report* by the deadline of October 30, 2016.

INSTRUCTIONS FOR SUBMITTAL

Children's Vendor Applications must be received no later than August 26, 2016. The following must be included with your submittal:

1. Children's Vendor Application
2. Entry Fee Check made payable to: Italian Fest
3. Cleanup Check made payable to: Italian Fest Cleanup
4. Signed Indemnification Agreement

You will be notified when your application has been approved. Once approved, there will be no refund of Entry Fees. If your Application is not approved, Fees will be returned to you.

Mail Entry Form, Indemnification Agreement, and Payment to:

Italian Fest Vendors
221 West Main Street
Collinsville, IL 62234

Direct Questions to:

crafts@italianfest.net or 618.980.7379

2016 Children's Vendor Application

Please Print Clearly

Organization, Group or Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____ REQUIRED

BOOTH DESCRIPTION:

ENTRY FEE: Please complete the following and attach 2 separate checks made payable as indicated.

	Insert Total(s) Here
• Vendor Space Fee: 10' x 10' \$150	\$
• Late Fee: If postmarked after August 10, 2016 \$30	\$
• Check One: Make payable to <i>Italian Fest</i> TOTAL of Check One:	\$
• Check Two: Cleanup Deposit – Make payable to <i>Italian Fest Cleanup</i>	\$250

Dated: _____
Signature of Authorized Representative Printed Name of Authorized Representative

INDEMNIFICATION AGREEMENT

This agreement made by and between the Italian Fest Committee (IFC), the Collinsville Chamber of Commerce, Inc. (CofC) and _____ (hereinafter "Indemnitor"):
Name of Organization

Indemnitor has made a request to participate in the Italian Fest and should the IFC / CofC desire to grant the request, the IFC / CofC requires that it be indemnified and held harmless from any and all liability, cost, and expense resulting or arising from such activity or activities.

NOW THEREFORE, it is agreed by and between the parties that in consideration of the Indemnitor being granted permission to participate in the Italian Fest, Indemnitor agrees to indemnify and hold harmless IFC / CofC, their members, employees, agents and assigns from any and all claims, demands, losses, expenses, attorney's fees, liabilities, causes of action, and all other liabilities or responsibilities arising directly or indirectly from the activities of Indemnitor in connection with its participation in the Italian Fest which shall include but not be limited to any negligent, willful, wanton, or intentional acts or omissions made by or on behalf of Indemnitor, its agents, employees, assignees, or activities within its control or supervision.

I have read and agree to all the Italian Fest 2016 Rules and Policies.

Dated: _____
Signature of Authorized Representative Printed Name of Authorized Representative

2016 Italian Fest Children's Area Vendor Report

COMPLETED FORM DUE NO LATER THAN OCTOBER 30, 2016

Organization, Group or Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____ **REQUIRED**

UPON RECEIPT OF THE FOLLOWING INFORMATION AND ALL RELATED PAYMENTS BY THE DEADLINE, YOUR CLEANUP CHECK WILL BE RETURNED TO YOU.

Please complete the information below in its entirety:

TOTAL SALES: \$ _____

Please answer the following questions for recordkeeping purposes only.

1. Did your organization sell out of product this year? Yes No

2. Do you have suggestions for next year/future Festivals? _____

Dated: _____
Signature of Authorized Representative Printed Name of Authorized Representative

Mail Completed Form to:

Italian Fest Children's Area

221 West Main Street

Collinsville, IL 62234

Direct Questions to:

crafts@italianfest.net or 618.980.7379