

Santa Supper with Holiday Craft & Gift Fair Registration Form



The Village of
ROUND LAKE BEACH
Illinois

Date: Thursday, December 7, 2023

Time: 4:00 PM - 8:00 PM

Location: Village of Round Lake Beach Cultural & Civic Center
2007 Civic Center Way; Round Lake Beach, IL 60073

Fee: \$50.00/space



Name of Applicant/Vendor: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alt. Phone: _____ Email: _____

Homemade craft vendors: (List Types)

Non-Crafts/Home Based Business Vendor: (List Company Name/Products)

Electricity: _____ No electricity requested _____ Yes add the \$5.00 fee for electricity

General Information and Guidelines

A. Vendor is defined as:

- Craft vendors are artists or craftsmen who exhibit and sell work which they design and make themselves.
- Non-Craft/Home Based Business Vendor: Vendors (commercial) who display and sell items made by others and are commercially produced. Gourmet foods fall into this category. Only one of each type of commercial vendor is allowed. Selection is on a first-come, first-served basis. Please apply early to secure your place.

B. All vendors shall:

- Conduct themselves in a pleasant and courteous manner.
- Respect the environment, facilities and community. (picks up area, leaves no trash)
- Have all prices of items clearly marked and in full view of the customers.
- Stay within the assigned 5'x8' space. Fee includes: 1 3x8 table and 2 chairs. No additional tables, structures, or chairs may be added.
- Set-up starts at 2pm. Crafters must be set up and ready by 3:45pm. Crafters are required to operate their booth during the entire event (4pm-8pm)
- No vendor shall sell/rent/lend out their booth to another business or organization.

C. Enforcement of Guidelines

- Participants must conform to the guidelines at all times. The Village has full authority to enforce all guidelines. Any participant failing to comply with the direction of the Village, will lose space at the discretion of the Village. No refunds.
- Village of Round Lake Beach reserves the right to refuse vendors.

D. Sales

- Vendor will complete all sales transactions and must supply their own register bank. Illinois sales tax must be collected when required and is the responsibility of the vendor. All sales disputes, refunds and returns are the responsibility of the vendor.

Certificate of Insurance and Hold Harmless Agreement

The Village of Round Lake Beach requires that all participants who carry liability insurance to submit a certificate of insurance. The insurance must be submitted one week prior to the first day of the event and have the following verbiage added to the DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES box:

"The Village of Round Lake Beach, a municipal corporation, and its officers, elected and appointed officials, employees, agents and representatives are added as additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the primary insured person or entity"

And the following in the CERTIFICATE HOLDER box:

Village of Round Lake Beach, 1937 North Municipal Way, Round Lake Beach, IL 60073

The participant assumes all responsibility for and shall bear all liabilities and expenses relating to the products offered for sale. The participant shall save the sponsoring groups, Market Managers, Village of Round Lake Beach, their successors, employees, elected and appointed officials, agents and assigns harmless from and against, and indemnify them, from all liability, loss cost, attorney's fees, expenses or damages howsoever caused by reason of products sold by participant, or any act of omission of participant, including but not limited to any injury (whether to body, property, or personal or business character or reputation) sustained by any person to any person or to property, and for any violation of municipal, state or federal laws or regulations governing the products or their sales, or participation, or which may result from the sale or distribution of the products by the participant.

The participant shall further indemnify the owners of the property where the event is occurring, sponsors, Market Manager, Village of Round Lake Beach, their successors, employees, elected and appointed officials, agents and assigns from all cost and attorney's fees incurred in defending or prosecuting any dispute regarding a violation of the rules and regulations set forth under this agreement.

The Village of Round Lake Beach may use photographs/video recordings of the event including the business name, logo and product in marketing materials to promote the event. I hereby release the Village and its representatives from all claims and liability to said photographs and video recordings.

By signing below, I agree to abide by this document and have a full understanding of the application, and guidelines:

Signature Required: _____

Printed Name: _____ Date: _____

Return signed application, certificate of insurance (if applicable) along with payment to:

Village of Round Lake Beach Cultural & Civic Center; 2007 Civic Center Way; Round Lake Beach, IL. 60073

Email: rbeachcenter@roundlakebeachil.gov **Phone:** (847) 201-9032

We accept VISA/MC/DISCOVER

Cardholder's Name: _____

Card # _____

Expiration Date: _____ Cardholder's Zip Code: _____ 3 digit security code: _____

Charge Amount: _____ Signature: _____