

Village of Round Lake Beach ~ Carnival & Fall Fest 2019

Exhibitor and Vendor Application

Fall Fest is located at the beautiful RLB Cultural & Civic Center

Mailing Address:
Village of Round Lake Beach
1937 N. Municipal Way
Round Lake Beach, IL 60073

GPS Address:
RLB Cultural & Civic Center
2007 Civic Center Way
Round Lake Beach, IL 60073

Event Dates:

***Friday, Oct. 4th, 5pm - 10pm * Saturday, Oct. 5th, 1pm – 9:30pm *Sunday, Oct. 6th, 1pm - 6pm**

Name _____ Phone # _____

Address _____ Town _____ State _____ Zip _____

Email address _____

Number of booth space(s) requested 1 ___ 2 ___ 3 ___ Fri ___ Sat ___ Sun ___

Please describe the types of items that you make and sell _____

Please check days & times you will be @ the Festival:

Booth Space Fee: \$50 per day

Friday 5:00pm to 10:00pm (\$50) _____ Saturday 1:00pm to 9:30 pm (\$50) _____ Sunday 1:00pm to 6:00pm (\$50) _____

Your set-up space will be a maximum of 15' x 15'. Tents and canopies are permitted within this space. If your set-up is any larger than this, you must purchase additional space by the square foot (call first for availability and pricing. Spaces are assigned on a first come, first served basis as applications are received.

There is a special vendor's only parking area located by entering through the Round Lake Beach Metra Station parking lot.

To our groups and organizations, please meet elsewhere and consolidate what you will be bringing to the festival into one vehicle per day. We must ask your cooperation in doing this to alleviate congestion during set-up times.

An event organizer will be at the festival by 12:00 PM each day.

2019 CARNIVAL & FALL FEST RULES AND REGULATIONS

APPLICATION AND PAYMENT:

- Please email nferrier@roundlakebeachil.gov for price information and questions.

- Application deadline is September 30, 2019.
- Payment in full is due with your application. Your cancelled check is your receipt. You will not be permitted to set up unless your fee is paid in full.
- No rain date - the festival is held rain or shine. No refunds will be given.
- Participation will be denied for anyone submitting a NSF (non-sufficient funds) check.
- The event organizer reserves the right to reject any application. Incomplete applications will be refused.

VENDOR PARTICPATION:

- Your booth should be set-up by (Friday 4:00pm, Saturday 12:00pm, Sunday 12:00pm)
- All vendors must be in their designated space and ready for the fest to begin promptly at their designated contracted time. Under no circumstances will you be permitted to drive through the fest grounds after starting times.
- No Power is supplied. No generators are permitted without permission from the Village.
- Tents, tables, chairs and any table coverings are not supplied by the Fest.
- Absolutely no outside alcoholic beverages are permitted on the premises.
- The Village of Round Lake Beach is not responsible for any lost or stolen items.
- Pets and bicycles are not permitted on the fest grounds. Only exceptions service dogs and pets with the rescue pet vendors which have been given permission by the Fest Committee.
- Please notify the Event Organizer ahead of time as to any special needs or handicapped as we have limited space.

VENDOR SPACES AND MERCHANDISE:

- You must stay in your allotted space (no soliciting or product permitted in walkways). No unapproved signage permitted outside of your assigned spot.
- You cannot change your assigned spot on your own. Consult with the Event Organizer on any issues.
- The Round Lake Beach Police Department or Greater Round Lake Area Fire District reserve the right of placement for all vendors to ensure the success of the fest.
- No items of any sort with the Village of Round Lake Beach, Round Lake Beach Cultural & Civic Center, or the Fall Fest name are permitted unless approved by the Village.
- No food products or baked goods are permitted to be sold or handed out.
- No carnival or flea market type items permitted.
- The items you indicate on your application are the only items which can be prepared and sold at the festival. Be specific when listing items on your application.
- Raffles require special permission from the Village in advance. 50/50 raffles are not permitted. All giveaways/prizes must be awarded at the fest on or before 5:00pm Sunday, October 6th, 2019. The winner(s) name must be reported to the Fest Committee at that time.

The vendor waives and relinquishes all claims it may have as a result of Fall Fest against the Village of Round Lake Beach ("Village") and its elected and appointed officers, servants, Board of Trustees, individual appointed or elected officials, and employees, and the Fall Fest Committee and all participants ("Covered Entities"). The vendor does hereby fully release and discharge the Village and its Covered Entities from any and all claims for injuries, including death, damage, or loss which it may have or which may accrue to any person or the vendor on account of Fall Fest and the vendor covenants not to sue the Village or any of the Covered Entities. The vendor further agrees to indemnify and hold harmless and defend the Village and its Covered Entities from any and all claims by third parties resulting from injuries, including death, damages, and losses sustained by the Village or the Covered Entities arising out of, in connection with, or in any way associated with the vendor's participation in Fall Fest. The vendor hereby assumes all responsibility for any bodily injury, death or property damage brought about as a result of its participation in Fall Fest.

Application Signature _____ **Date** _____

Payment Options

1) Check payable to (Village of Round Lake Beach) \$ _____ Check # _____

2) Credit Card # _____ Name on card: _____

Exp. Date ____ / ____ 3-Digit Sec _____

Or: email scanned application with Credit Card information to kbueso@roundlakebeachil.gov

3) Mailing Address linked to Credit Card (if different from above):

4) Go to the Online Payment link for the Village. <https://goo.gl/KuMf3H>
Add "Fall Fest" **and** "Your Name" or "Company Name" in Comments

Please mail your completed application and payment to:

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

Voicemail: 847-740-6026 Ext. 327