

Fall on the Green 2018



ART & CRAFT EXHIBIT VENDOR APPLICATION

Saturday, September 8, 2018 11AM—Dusk

Sunday, September 9, 2018 11AM—Dusk

The Art & Craft Exhibit will be held on Saturday, September 8th and Sunday, September 9th. The Vendor Area is located at 52nd Avenue and Dumke Drive. We are looking for high quality products, either handmade or unique and beautiful. We do not duplicate vendor booths (i.e., we would not accept two Scentsy vendors). If you were selected as a vendor last year, it does not guarantee your acceptance this year. The Art & Craft Exhibit is a two-day event. This area is open on Saturday and Sunday only (Friday night is not open to Art & Craft Vendors). The event will begin at 11AM on both days. Breakdown on Sunday, September 9th, cannot begin until 5PM to ensure the safety of those attending the event.

VENDOR BOOTH SPACES:

- 10 X 10 SPACE
- ALL SPACES UNDER LARGE CANOPY TENT
- NO OUTSIDE SPACES AVAILABLE
- ELECTRICITY BY REQUEST ONLY
- 10 X 10 SPACE INCLUDES ONE 8' TABLE AND TWO CHAIRS

NEITHER RAFFLES OR FUNDRAISERS ARE ALLOWED! NO PETS ALLOWED! PLEASE ADHERE TO THIS POLICY.

ADDITIONAL INFORMATION

1. The Art & Craft Vendor Area is on asphalt. Reminder—electricity is very limited and will be approved on a first come, first served basis. Pets are not permitted on grounds.
2. Vendors will be assigned a specific location designated by area and booth number. Every effort will be made to accommodate specific requests.
3. The Art & Craft Vendor fee is due and payable at the time the application is submitted for consideration of acceptance. Your cancelled check is your receipt. Confirmation of acceptance will be mailed accordingly.
4. There is no rain date. No refunds will be given for cancellation of the event due to inclement weather or circumstances beyond our control. Booth spaces are non-transferable.
5. The items listed on your submitted application are the ONLY items which can be sold at this event. Please be specific when listing items on your application.
6. Security of the Festival grounds will be provided on Saturday night. Diligent efforts will be made to protect vendor booths and their contents. The Village of Oak Lawn will not be held responsible or liable for loss or damage to property.
7. We reserve the right to limit the number of direct sales vendors and also reserve the right to limit the number of vendors in a particular category (i.e., purses, jewelry, etc.). We also cannot control the location of vendors that are selling similar items such as jewelry.
8. No types of knives, crossbows, weapons, or guns (including marshmallow shooters, squirt guns, and pea shooters) are allowed to be sold at this event. Crude or offensive language are strictly prohibited.
9. Spaces are 10 x 10. Tie downs or other parts of display must fit inside the 10 x 10 area. All exhibitors are responsible for providing their own protective covering that you may deem necessary against heat or rain.
10. Set up will begin the morning of Saturday, September 8th. Specific information about set up will be mailed at the end of August. Festival entrances will be inaccessible to all vehicles at 11AM sharp.

2018 ART & CRAFT EXHIBIT VENDOR APPLICATION



Name _____

Business Name (if applicable) _____

Home Phone _____ Cell Phone _____

Street Address _____

City _____ State _____ Zip Code _____

Email Address _____

****PLEASE describe in full a written description of your product. Please be very specific to the items that you will be selling:**

I need:
One Tent Space _____ \$150.00
Two Tent Spaces _____ \$300.00
Electricity _____ \$20.00

**There are no outside spaces.
All 10 x 10 spaces will be under a large canopy tent.
We will provide one table and two chairs with each vendor space.**

Once we have received your application, you will be notified by mail or email via a confirmation letter. Vendor spaces will be assigned approximately two weeks before the event. Set up times, unloading information, and map layout will also be provided in your confirmation letter.

All applications and fees must be submitted no later than August 20, 2018.

By signing this application, you agree to abide by all Rules and Regulations and cannot hold the Village of Oak Lawn responsible for any personal damage or loss. Items not listed on the application cannot be sold unless prior notification has been made and approved by the Village of Oak Lawn.

The undersigned agrees that he/she has read and understands the Rules and Regulations of the event and will comply with all the rules and regulations described. Also, the undersigned understands that noncompliance will result in removal of the vendor. The undersigned also agrees to indemnify and hold harmless the Village of Oak Lawn. Vendor accepts responsibility for all lost or stolen merchandise and/or equipment. Vendor accepts all responsibility, liability, and costs for any damage to booth, tent, to the festival, customers, and to the environment.

Signature _____ Date _____
Print name _____

RETURN THIS PAGE ONLY TO: Village of Oak Lawn 9446 Raymond Avenue Oak Lawn IL 60453

Contact: Lindsay Heilig 708.499.7775 lheilig@oaklawn-il.gov www.oaklawn-il.gov

OFFICE USE ONLY: DATE _____ SPACE ASSIGNED _____