



# 2018 Fall on the Green Business Exhibit Vendor Application

The Village of Oak Lawn's 23rd Annual Fall on the Green Festival will be held the weekend of September 7th-9th, 2018. Join over 25,000 festival visitors and participate in the community friendly event which includes Live Entertainment, Food Vendors, Beer Tent, Business Exhibit, Art & Craft Exhibit, Children & Preteen Activity Area with Inflatables & Zip-Line and so much more!

The Business Exhibit will be held on September 8th & 9th, 2018. This Exhibit is located west of 52nd Avenue along Dumke Drive and operates only on Saturday and Sunday (9/8 & 9/9) from 11am to Dusk. We ask that your booth is "manned" from 11am—5pm both days.

## **Vendor Information:**

**Name of Organization / Company:** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email (required):** \_\_\_\_\_

## **Please check the appropriate circle(s):**

- Business Tent \$500**
- Two Adjoining Tents \$750**
- Electricity requirements if needed \$25**  
**(Electricity is very limited—first come, first served and we may not be able to accommodate all requests)**

**Make checks payable to: The Village of Oak Lawn**

**Please mail your application and check or money order no later than August 17, 2018 to:  
The Village of Oak Lawn, 9446 S Raymond Av, Oak Lawn, IL 60453 Attn: Lindsay Heilig**

**A confirmation will be sent to you no later than August 31, 2018. The confirmation will include setup information and other pertinent information regarding your booth space.**

**If you have any questions, contact Lindsay Heilig at (708)499-7775 or email [LHeilig@oaklawn-il.gov](mailto:LHeilig@oaklawn-il.gov)**

**REMINDER: NEITHER RAFFLES NOR FUNDRAISERS ARE ALLOWED AT YOUR BOOTHS!**

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## Event Policies & Guidelines

- 1) Setup time for Fall on the Green is 9AM on Saturday, September 8, 2018. *Access to the festival grounds will not be available to vendors on Friday, September 7th.*
- 2) Electricity is by request only for a nominal fee of \$25.00. Electricity is very limited. If the request is not made on the application, it will not be provided at the event.
- 3) The Village will supply a 10 x 10 tent with one table and two chairs for both Saturday and Sunday for \$500, two adjoining tents with the same setup are only \$750. It is important to remember that the walkway is needed for pedestrians. The booth space is 10 x 10 and your representative should be mindful of the walkway and to make sure that he or she is not beyond the booth space boundaries.
- 4) Serving beverages or any food type items to the public is strictly prohibited. Raffles and fundraisers are strictly prohibited.
- 5) Exhibits should be manned at all times between 11am—5pm both days.
- 6) The Village of Oak Lawn will not be responsible for any loss or damage incurred at the event. The Village is not responsible for any theft, breakage, or personal injury.
- 7) We reserve the right to stop taking applications prior to the deadline if the area has been filled. We reserve the right to expel any vendor who does not comply with festival rules and vendor will forfeit application fee.

### BOOTH SPACE SETUP

Setup will begin on Saturday, September 8th, 2018. A map of vendor spaces will be provided to all vendors via email and regular mail prior to the event. Please review this map prior to your arrival so that you know where to setup. Vendor spaces will be marked.

### PARKING AND TRAFFIC

Vendors will be allowed one vehicle in the vendor area to unload supplies during setup. All vehicles used for supplies must be removed from the festival area no later than 10:40am. Parking for your vehicle is available within walking distance at the Metra Parking Tower (9525 S Tulley Av).

### WEATHER

The Fall on the Green Festival will not close during intermittent rain unless the weather pattern suggests severe weather. Come prepared for rain or shine.

### INDEMNIFICATION

The Fall on the Green Festival reserves the right to refuse any vendor application. Once an application is accepted, no refunds will be given for any reason. The Vendor shall defend, save, and hold harmless the Village of Oak Lawn, Illinois, their respective officers, agents, board members, staff, volunteers, sponsors, and assigns from any claim, damages, losses, liability, or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism, or any other loss or injury whatsoever or not specifically described herein, whether past, present, or future. Booths are not insured by the Village of Oak Lawn or any sponsoring agent. Vendors must make provisions for safeguarding their goods. The Vendor assumes full liability for protecting, care, and maintenance of Vendor's property.

Please sign below to acknowledge that you have read all of the information, rules, and regulations in this application and agree to be bound by this contract.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date