

VENDOR BOOTH SPACE
10 X 10 SPACE
UNDER TENT BOOTH SPACE **\$140**
OUTSIDE TENT SPACE **\$120**

FALL ON THE GREEN 2016
VILLAGE OF OAK LAWN
ARTS & CRAFTS VENDOR

SATURDAY, SEPTEMBER 10 11AM – 6PM
SUNDAY, SEPTEMBER 11 11AM – 6PM
52ND AVENUE AND DUMKE DRIVE



INFORMATION & APPLICATION

The **Craft / Vendor** Exhibit will be held on **Saturday, September 10, 2016** and **Sunday, September 11, 2016**. 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 craft/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 craft exhibit is a two-day event. This area is open on **Saturday and Sunday ONLY** (Friday night is **not open** to Craft/Vendors). The event begins at 11:00 AM on both days. Breakdown on Sunday, September 11th cannot begin until 5PM to ensure the safety of those attending the event.

REMINDER: NEITHER RAFFLES NOR FUNDRAISERS ARE ALLOWED AT YOUR BOOTHS! No pets allowed! Please adhere to this policy.

BOOTH FEES

COVERED TENT SPACE FEE: \$140.00. A Tent Space is under a large canopy tent which *may* include sides. Each booth is a 10 x 10 space and includes one (1) 8' table and two (2) chairs.

OUTSIDE SPACE FEE: \$120.00 Outside Space is a 10 x 10 space. Crafter/Vendor needs to provide his/her own display which may include a tent, table, and chairs.

ELECTRICITY: Electricity is *very limited* and has an additional cost of twenty dollars (**\$20.00**). No electrical generators are allowed.

Acceptance and placement of vendors is at sole discretion of the Village of Oak Lawn.
NO BEVERAGES OR FOODS MAY BE SOLD OR DISTRIBUTED FROM THE VENDOR BOOTHS

ADDITIONAL INFORMATION

1. The Craft Vendor area is on asphalt. Reminder that electricity is very limited and will be approved on a first come, first served basis. Pets are not permitted on Festival grounds.
2. Vendors will be assigned a specific location designated by area and booth number. The festival is based on a first come, first served basis and previous vendors are not guaranteed acceptance or their previous booth location. Every effort will be made to accommodate specific requests by participants.
3. The Craft Vendor fee is due and payable at the time the application is submitted for consideration of acceptance. Your cancelled check payment 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. All booth spaces are non-transferable.
5. The items listed on the application are the **ONLY** items which can be sold at this event. Be specific when listing items on the application.
6. Set up will begin the morning of Saturday, September 10th. Specific information about set-up will be mailed at the end of August. A Special Events volunteer will be available to help locate vendor assigned spaces. Festival entrances will be inaccessible to all vehicles at 11AM sharp.
7. Security of the Festival grounds will be provided on Saturday night. Diligent efforts will be made to protect the vendor booths and their contents. However, the Village of Oak Lawn will not be held responsible or liable for loss or damage to property.
8. 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., jewelry, purses, etc.). Again, we do not duplicate commercial items, i.e., Mary Kay, Avon, etc. We cannot "control" the location of vendors that are selling similar items such as jewelry especially as we approach our event date.
9. Spaces are 10 x 10. Tent tie-downs and other parts of display must fit inside the 10 x 10 area. If you need more room, you must purchase an additional space. All exhibitors are responsible for providing their own protective covering that you may deem necessary against heat or rain.
10. No types of knives, crossbows, weapons, or guns (including marshmallow shooters, squirt guns, and pea shooters) are allowed to be sold at this event. Items having crude, offensive, or lewd language are strictly prohibited.

Village of Oak Lawn

2016 Fall on the Green Application

Vendor Business Name _____

Owner/Manager Name _____

Home Phone _____ Cell Phone _____ Other _____

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 YOU ARE SELLING:

I need _____ One **Tent** Space \$140 _____ or Two **Tent** Spaces \$280 _____ (Covered Tent; we provide one table and two chairs)

I need Electricity \$20 _____

I need _____ One **Outside** Space \$120 _____ or Two **Outside** Spaces \$240 _____ (We only provide 10x10 space; Electricity not provided for outside spaces)

All spaces are located on concrete – no grass areas

Once we have received your application, you will be notified by mail or email via a confirmation letter. Vendor numbers/booth assignments will be done approximately two weeks before the event. You will be advised of the time/location you should arrive for unloading. We are going to try to stagger arrival times. You will be mailed a Vendor Confirmation packet which will include your booth location and a map of the event.

All applications and fees must be submitted no later than August 26, 2016.

Applications must be filled out and signed in ink. By signing this application, you agree to abide by all Rules and Regulations and cannot hold the Village of Oak Lawn responsible for any business or personal damage and/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 _____

RETURN THIS FORM ONLY

Village of Oak Lawn

9446 Raymond Avenue

Oak Lawn, IL 60453

www.oaklawn-il.gov

Contact: Deanne Adasiak (708) 499-7837

OFFICE USE ONLY

Previous Space: _____

Current Space: _____

Date Received: _____