



FALL ON THE GREEN

BUSINESS TENT AGREEMENT

SEPTEMBER 10-11, 2016



The Village of Oak Lawn is accepting business tent applications for our annual Fall on the Green Festival. The Business Tent exhibit will be held on **September 10th and 11th, 2016**. The Business Tent area is located west of 52nd Avenue along Dumke Drive.

The Fall on the Green Festival features food vendors, arts & crafts area, beer tent, and children's area with inflatables, rides, and a variety of family entertainment. The Business Tent area hours are Saturday, **September 10, 2016** from 11:00 A.M. – dusk and Sunday, **September 11, 2016** from 11:00 A.M. – dusk.

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

Please adhere to this policy.

1. **Set-up time for Fall on the Green is 9AM and no earlier on Saturday, September 10, 2016. There will absolutely be no setting up the night before. The Business Tent exhibit is 11 AM – dusk.**
2. **Electricity is by request only for a nominal fee of \$15.00. However, electricity is very limited. If the request is not made on the application, it will not be provided at the event. Please request this no later than two weeks prior to 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 walk-way is needed for pedestrians. The booth space is 10 x 10 and your representative should be mindful of the walk way and to make sure that he or she is not beyond the booth space boundaries.**
4. **For an additional, \$50, the Village will provide and hang a 2' x 8' banner, across the back of the tent with your company/corporate logo in BMP, JPEG, CPT or PDF format (any other format, please contact before sending). If you would like to keep the banner at the end of the event, the cost for a Village-made banner is \$100.00.**
5. **Serving beverages or any food type items to the public is strictly prohibited.**
6. **In case of cancellation, there will not be monetary refunds.**
7. **Exhibits should be manned at all times. Vendors are expected to keep their space open all hours of the festival.**
8. **Applications are on a first-come, first-serve basis.**
9. **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.**
10. **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.**
11. **Tents are available for use starting Saturday morning, September 10, 2016 through Sunday evening, September 11, 2016 at dusk. The tents will be located in the center of the event on Dumke Drive. We recommend that you man the tent both Saturday and Sunday for best exposure during the event.**



2016 APPLICATION FOR FALL ON THE GREEN BUSINESS TENT EXHIBIT

Company Name: _____

D/B/A (Doing business as): _____

Contact Person _____

Address: _____

City/State/Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____

Did you exhibit at the 2015 Fall on the Green? _____ Space number assigned _____

Please check the appropriate box or boxes:

- Business Tent \$500**
- Two adjoining tents \$750**
- I would like the Village of Oak Lawn to create a Banner for this event – Banner A \$50.00
2 x 8 Banner – Village will create and keep Banner**
- I would like the Village of Oak Lawn to create a Banner for this event – Banner B \$100.00
2 x 8 Banner – Village will create and I will keep the Banner**

Electricity requirements if needed @ \$15.00 _____ (electricity is very limited – first come, first serve as we may not be able to accommodate all requests.

Make checks payable to: The Village of Oak Lawn (starter checks not accepted. A \$25.00 fee will be assessed to any checks returned by the bank).

Please mail your application and check or money order no later than August 26th to: The Village of Oak Lawn 9446 Raymond Avenue Oak Lawn, IL 60453 Attn: Deanne Adasiak

A confirmation will be sent to you no later than September 2, 2016. The confirmation will include set-up information and other pertinent information about your booth space.

If you have any questions, please contact Deanne Adasiak at (708) 499-7837 or email dadasiak@oaklawn-il.gov.

Thank you for your interest and support in participating in our annual Fall on the Green Festival!

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| For office use only: Date received _____ Check # _____ Space # _____ Date: Saturday, September 10, 2016 and Sunday, September 11, 2016 Time: 11AM – DUSK |
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