

Date Rec'd _____ [Amt Paid \$ _____ Cash _____ Check # _____ CC _____] Conf Letter _____ Permit _____ Booth # _____



BURGOO VENDOR APPLICATION

Apply before June 1st for priority rates and returning vendor priority placement

Event on October 10th & 11th, 2020

Contact info

Business Name _____ Contact Person _____

Street Address _____ Email _____

City _____ State _____ Zip _____ Phone _____

Facebook _____ Website _____

Please let us know if there is any contact information you would like concealed from the public on the Whova app.

What do you sell and display?

Please provide a **detailed description** (below) & **photo** (preferably via email). Include copies of applicable licenses and certifications. Applications without this information will not be processed. Please note that direct sales are accepted on a limited basis; please indicate the name of your company and note that no more than two direct sales reps will be allowed, one in our one-day show and the other in our two-day show. LCHS reserves the right to deny the sale of undeclared items.

Are you a New Vendor _____ or Returning Vendor _____? Returning vendors who apply before June 1st will retain their preferred booth location from the previous year. After June 1st, all locations will be made available on a first-come first-serve basis. Typically, available two-day booths start to dwindle in August.

Do you need access to electricity _____? Electricity is included for indoor Canal Market vendors. Electricity can be made available to some two-day vendors for a fee of \$25. The option for electricity is very limited for one-day vendors.

Scheduling Options & Rates

Two-day (Saturday and Sunday)

Saturday Festival Hours are 11am to 6pm. Booths inside the Canal Market Building are reserved for vendors who participated through the entire 2020 Canal Market season. Canal Market Building closes at 7pm.

Indoor

Setup: 2pm to 5pm Fri night

Before June 1 st , 2020	After June 1 st , 2020
_____ 8 x 20 (\$225)	_____ 8 x 20 (\$245)
_____ 16 x 20 (\$400)	_____ 16 x 20 (\$420)

Outdoor

Setup: 2pm to 7pm Fri night or 7:30am to 10:30am Sat morning

Before June 1 st , 2020	After June 1 st , 2020
_____ 10 x 10 (\$115)	_____ 10 x 10 (\$135)
_____ 10 x 20 (\$175)	_____ 10 x 20 (\$195)

One-day (Sunday Only)

Sunday Festival Hours are 9am to 5pm. One-day vendors participate on Sunday only, with some rare exceptions for Saturday.

Outdoor

Setup: 6am to 7:30am Sun morning

Before June 1 st , 2020	After June 1 st , 2020
_____ 10 x 10 (\$80)	_____ 10 x 10 (\$100)
_____ 10 x 20 (\$150)	_____ 10 x 20 (\$170)

Method of Payment (select below)

_____ Cash _____ Check (payable to LCHS) _____ Credit Card (complete section below)

Credit Card Purchase Agreement

Cardholder Name: _____ Card Number: _____

Expiration Date: _____ Security Code: _____ Amount: \$ _____ Cardholder Zip Code: _____

I agree that this is a valid charge for the rental of a Vendor Space. If this charge is refused by the Card Company, after the initial authorization, for any reason, I agree to pay LaSalle County Historical Society (by cash, cashier's check, or money order) the full amount within 10 days of notification.

Signature of Cardholder: _____ Date: _____

Vendor Guidelines & Agreement

Please note that qualifications and limitations placed on vendors come as the result of the LaSalle County Historical Society (LCHS)'s desire to encourage homemade skills and crafts, to feature quality antiques, treasures, and collectibles from the past, and to remove material that is offensive to the visitors and the hosting community.

- **Rented space is for the business owner's use only and may not be subleased to any other person or business without prior written permission from the Burgoo Festival Committee at the LaSalle County Historical Society.**
- Preference is given to repeat vendors, residents of LaSalle County, and to vendors with genuine homemade "Old Time" items.
- The only food items that may be sold in vendor booths are baked goods and home-grown items. Sale of water and soft drinks is not allowed, except by designated Food Vendors. **Regular vendors with food items must display a LaSalle County Health Dept (815.433.3366) food certification document.**
- NO WEAPONS OR EXPLOSIVES OF ANY KIND ARE ALLOWED
- **Vendors are expected to provide their own insurance.** Under no circumstances shall LCHS be liable for any direct, indirect, incidental, special or consequential damages resulting from any incident occurring at the Event.
- All vendors must un/load their vehicle as quickly as possible. Vehicles must be parked as close to vendor spaces as possible so that other vendors may pass through. Un/packing and staging will take place after the vehicle has been moved to a parking area.
- Displays within the designated areas are not to block vehicle or pedestrian traffic. Please be respectful of local property owners and residents. No parking near vendor booth.
- Vendors are responsible for keeping spaces clean. Vendors' spaces are to be open and manned during Event hours. After the event, there will be a final clean up. Your space must be cleared by 6pm, when the streets are washed and opened to traffic.
- No protection from rain, wind, etc. is provided, except for vendors inside the Canal Market. Please bring some personal protection with you. No tables or display equipment is provided. Vendors are responsible for furnishing their own exhibit props.
- Vendors who are not accepted will have their fee returned. Accepted vendors will not be granted a refund after 9/1/2020. Refunds for late cancellations will be considered depending on the reason for cancelation and its effect on the Event. We Reserve the Right to Accept or Deny any Vendor.
- A maximum of one 20' space per vendor will be allowed.
- State sales tax must be paid according to IRS provisions. This is the responsibility of the vendor. Utica's rate is 6.5%

I have thoroughly read the letter and guidelines for LCHS Vendors and agree to comply with all the terms, and to sign and abide by the liability disclaimer attached. I further understand that I may not sub-lease, sell or give away this space without written permission from the Festival Committee. An extra fee may be charged if I exceed my assigned space. I will maintain a neat and attractive booth within my designated area, and I will prominently display the Vendor Permit at all times. I will be responsible for cleaning my area thoroughly after I close. I will try to carry out the heritage theme of the Event being presented by the LaSalle County Historical Society.

Date _____ Signed _____
Signature Required *and* *Printed Name*

I accept and assume full liability for any injury or loss to property, my agents, employees or me at any time and from any cause on the premises of the show. I expressly release the LaSalle County Historical Society, its employees, board, and volunteers, and the Village of North Utica, from any liability for such loss, injury or accident, and agree to provide and pay for my own insurance.

Date _____ Signed _____
Signature Required *and* *Printed Name*

Return Form via:

Regular Mail (w/ check)

LaSalle County Historical Society
attn: Events
PO Box 278 - Utica, IL 61373

or

Electronically (w/ credit card)

events@lasallecountyhistoricalsociety.org

Questions?

Email events@lasallecountyhistoricalsociety.org

Call 815.667.4861