

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



## BURGOO FOOD VENDOR APPLICATION

*The final deadline for submission of this application is September 15<sup>th</sup>, 2021*

*Event on October 9th & 10th, 2021*

### **Contact info**

Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Facebook \_\_\_\_\_ Website \_\_\_\_\_

### **What kind of food do you sell?**

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### **Question 1: Are you a New Vendor \_\_\_\_\_ or Returning Vendor \_\_\_\_\_?**

Please note: Returning vendors who apply before June 1<sup>st</sup> will retain their preferred booth location from the previous year. After June 1<sup>st</sup>, all locations will be made available on a first-come first-serve basis.

### **Question 2: Do you need access to electricity \_\_\_\_\_?**

**Do you need 110V or 220V \_\_\_\_\_?**

**If you need 110V, how many outlets do you require \_\_\_\_\_?**

**What amperage will you be using \_\_\_\_\_?**

**If power is unavailable, are you able to bring a generator \_\_\_\_\_?**

Please note: Electricity can be made available to most two-day vendors. The option for electricity is very limited for one-day vendors.

### **Question 3: Do you need a water hookup \_\_\_\_\_?**

Please note: Water supply is not guaranteed, but we do have limited hookups available.

### **Scheduling Options & Rates (circle choice)**

**Saturday & Sunday**  
**\$550**

Setup: 12pm to 3pm Friday  
Festival Hours are 11am to 6pm on Sat & 9am to 5pm on Sun

**Sunday-only**  
**\$275**

Setup: 6am to 7:30am Sun morning  
Festival Hours are 9am to 5pm on Sun

## 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.
- 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.
- **Vendors need to include a current LaSalle County Health Department food license (815.433.3366) with this application and have it on display during the Event in order to participate.**
- 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 7%

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 understood 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 by September 15th 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