

BUSINESS & NOT-FOR-PROFIT VENDOR

Policies & Procedures

Vendor Application Procedure:

Gold and Platinum Sponsors and businesses located in West Dundee are given first priority, with priority applications due by July 5. Vendors that meet the priority application criteria and deadline will be notified of acceptance on or before July 15.

Applications for remaining booth space will be accepted beginning July 15, with applications due by August 15.

The West Dundee Heritage Fest Committee reserves the right to select vendors based upon its own criteria, including but not limited to the following selection criteria:

- Location of the applicant within or primarily serving the West Dundee community.
- Event sponsors at the Diamond, Platinum & Gold levels are provided a booth, if desired.
- Successful participation in previous village events.
- An effort will be made to limit duplication of similar businesses or organizations.
- Brick & mortar businesses and local non-profit organizations are preferred; direct sales, independent consultants and home-based businesses will be considered if space allows.

Selected vendors who apply by August 15 will be **notified of acceptance or denial on or before August 30**. Payment, insurance, electrical needs and all other documentation required of accepted vendors will be due within 10 days of acceptance. If submittals are not received in a timely manner, your booth may be forfeited.

Vendors who have applied but are not initially selected, or who inquire or apply after the due date, will be retained on a waiting list and may be contacted for participation if additional space becomes available.

Vendor Booth Set Up & Hours of Operation:

Booths may be **set up** only during the following hours:

- Friday, Sept 16 between 2:00 PM and 4:30 PM
If setting up Friday, set up must be complete by 4:30 PM.
- Saturday, Sept 17 before 9:30 AM
If setting up Saturday, set up must be complete by 9:30 AM.

Booths must be manned during the following **hours of operation**. Any late arrival or early departures will be taken into consideration in regards to future acceptance.

- Friday, Sept 16: Optional
Festival hours are 6 PM - 11 PM.
- Saturday, Sept 17: 10:00 AM - 6:00 PM
*Festival hours are 10 AM - 11 PM.
Remaining open after 6 PM is optional.*
- Sunday, Sept 18: 10:00 AM - 5:00 PM
*Festival hours are 8 AM - 5 PM.
Booth tear down must not begin prior to 5 PM.*



BUSINESS & NON-PROFIT VENDOR APPLICATION

Please Print:

Business/Organization Name: _____

Business/Organization Physical Address:

Address City State ZIP

Illinois Sales Tax # _____ Website: _____

Primary Contact Individual: _____

Primary Contact Mailing Address (if different):

Address City State ZIP

Email Address: _____

Business Phone: (_____) _____ Mobile Phone: (_____) _____

Please briefly describe your business and how you will utilize the booth space, ie. sales, service, giveaways, games, etc.

ELECTRICITY: Would you need access to electricity at your booth? Yes No

FEES: Business Booth Fee = \$200 *Payable upon notification of acceptance.*
Non-Profit Booth Fee = \$25 *Payable upon notification of acceptance.*

BOOTH SPECS: Booth spaces are 10 ft. x 10 ft. Vendors must provide their own tent or canopy, tables, chairs, etc. Access to electricity, booth location preferences and other details will be addressed upon notification of acceptance. Please note that if sales are to be conducted, collection and reporting of special event sales tax for the West Dundee location is required.

FOR OFFICE USE:

DATE RECEIVED: _____ SELECTED: Yes Wait List

If selected: CHECK #: _____ INSURANCE EXPIRATION: _____

BOOTH #: _____



BUSINESS & NON-PROFIT VENDOR INSURANCE / INDEMNIFICATION REQUIREMENTS

Liability Insurance Requirements:

A Certificate of Insurance is required of all vendors, evidencing a \$1,000,000 per occurrence comprehensive general liability insurance policy for protection against damages in the event an injury occurs at Heritage Fest or an injury is caused by the product(s) sold at Heritage Fest.

The certificate holder shall be: Village of West Dundee
102 S. Second Street
West Dundee, IL 60118

The Certificate of Insurance must name the Village of West Dundee as an Additional Insured, and include the Heritage Fest name, dates and location (Downtown West Dundee).

If a Certificate of Insurance cannot be provided, the below Form of Indemnification, Hold Harmless and Release Agreement must be signed and submitted.

Form of Indemnification, Hold Harmless and Release Agreement:

In consideration of participation in Heritage Fest in West Dundee, Vendor hereby assumes all risk of injury, damage and liability and waives any right of recovery from, or to bring suit against, the Village of West Dundee for any personal injury, death, or other consequences arising out of Vendor's participation in the activity, except for the sole negligence of the Village.

Vendor further agrees to indemnify, defend, and hold harmless Village of West Dundee, its officers, officials, employees, and volunteers from and against any and all claims, demands, losses, actions, or liabilities, including costs and all attorneys fees.

This indemnification includes, but is not limited to, the injury or death of any person, or for loss or damage to property, by any and all persons or entities, in connection with, or resulting from, the Vendor's participation in this event. The only exception shall be if the injury or damage shall have been caused by the sole negligence of the Village.

Vendor authorizes any necessary emergency medical treatment that might be required in the event of physical injury and/or accident to me while participating in this event.

Signature of Authorized Representative: _____ Date: _____

Authorized Representative (Print Name): _____

Business Name: _____

