

**Palos Hills Friendship Festival & Carnival
2019
Arts & Crafts Vendors
Vendors Dates: Saturday, July 13, and Sunday, July 14**

Description of Arts & Crafts Vendor Area:

- Outdoor Festival on the Grounds of the Moraine Valley College “Triangle” 107th & 88th Ave. Palos Hills, IL. 60465
- July 13 & 14
- Saturday, July 13, 12 noon – 8:00 pm
- Sunday, July 14, 12pm – 10pm *please note, ending time may be later to let out the firework crowd

Festival Information and Requirements:

Time: Vendor, Set-up/unload Saturday, July 13, 2018, 8:00 am - noon
Late Arrivals must hand carry items onto the grounds. No vehicles will be allowed on the grounds after the posted hours.

Fee Scale: \$90.00 (2) days 10 x 10 Booth space (Fee includes lighting & tent)
\$115.00 Electric Hook-up (Maximum output 20 amps/110 volts)

Independent Contractor: Product Vendors shall perform all services required under this application as an independent contractor and shall remain, at all times a wholly independent contractor with only such obligations are required under this application. Neither Arts & Craft Vendors, nor any of its employees, shall be considered an employee of The City of Palos Hills or its Departments.

Not Provided: Tables, Chairs, Signs, Displays, Table Coverings, Tarp to close your booth in at night or cover product, Etc. Friendship Festival provides only the tent and evening lighting. Friendship Festival does not rent equipment such as Chairs/Tables. *No Tables/Chairs may be taken from a festival tent for use in your booth space.

Not Occupied/Locations: A product vendor’s space that is not occupied by 10:00 am Saturday, July 13, 2019 may be filled with standby exhibitors with no refund or allowances. Spaces will be numbered and assigned so as to separate media (if the exhibitor has stated all he/she has to sell on the application). Special requests will be honored where possible, but is not guaranteed. Location number, access pass, and other information will be sent 2 weeks prior to the event. Locations are assigned on a first come basis, w/no guarantee of prior year space.

Tips on what to sell: Friendship Fest is a family oriented fest. Families comprise most of the audience during the day, teens and those listening to bands comprise the crowd at night. It is our experience that high priced, craft items do not sell. In addition, those selling services, such as gutter protectors or weight loss alternatives are not as popular either. Vendors who sell affordable items such as jewelry and purses, as well as unique offerings that appeal to teens such as henna tattoos do best. **Please do not sell anything politically related.**

The Festival reserves the right to admit duplicate (Crafters). There will be NO Exclusivity.
Glow Product Vendors – the Friendship Festival reserves the right to contract with a Glow Product person of their choosing, all exclusive.

Palos Hills Friendship Festival & Carnival
8455 W. 103rd St., Palos Hills, IL. 60465
www.paloshillsweb.org

Palos Hills Friendship Festival & Carnival 2019

PLEASE PRINT CLEARLY

Business Name: _____

Name or Art & Craft Vendor:

Booth Type Crafter/Business: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: (____) _____ **Evening Phone:** (____) _____

Email Address: _____ **Cell:** (____) _____

Emergency Contact Name: _____ **Phone:** (____) _____

Fee Scale:

- \$90.00 (2) days 10 x 10 Booth space (Fee includes lighting & tent)
- \$115.00 Electric Hook-up (Maximum output 20 amps/110 volts)
- **Location will be on stone gravel**

You may pay show entry fees by cashiers check, money order, or cash. No personal checks are accepted. For a complete list of rules & requirements please see the crafter info site.

NO EXHIBITOR will be assigned a space unless fees are paid in full.

**Acceptance packages, access pass, etc. will be mailed out in 2 weeks prior to the Festival.

Please send completed application form by **May 24, 2019** with payment to:
Palos Hills Friendship Festival & Carnival (please make payment to same)
8455 W. 103rd St., Palos Hills, IL. 60465

Waiver

I have read all the information and requirements for the application to the 2019 Palos Hills Friendship Festival and I understand that neither The City of Palos Hills, its employees, agents, officials etc. will be held responsible for any lost, damaged or stolen articles, merchandise, or any other civil liability incurred by me, or any guests or employees within the space set aside for the exhibitor during the set-up, break-down or operating hours of the event. Further, in consideration of the above, the undersigned does hold harmless and agree to indemnify the City of Palos Hills, its employees, agents, officials, and their respective successors and assigns for any damage, claims, losses and expenses, attorney fees, or costs of any legal action resulting from any claims in which they, their members, employees, agents, or volunteers are made a party thereto. This Release and Indemnity Agreement is for all matters in connection with the Palos Hills Friendship Festival scheduled for July 11-14, 2019. Further, I understand that neither The City of Palos Hills, its employees, agents, officials, etc. will be held responsible in any manner for failure of the event to open or to be operable for any reason beyond their control. I understand that the entry fee enclosed with this application is non-refundable upon acceptance. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

I have Read, Understand and Agree to this Agreement:

Signed _____ **Date:** _____

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Exhibitor Rules

- Booth fees will not be refunded for any reason, circumstances or if you leave early, come late or withdraw from the fest.
- Exhibitor's booths are expected to remain open and staffed until the end of the event each day. Times of close are approximate and depend on the amount of guests remaining on the grounds.
- Parking and traffic will not be permitted on the Festival grounds, other than to load or unload during the above times. You will be directed to parking on the festival grounds, vehicles remaining on the grounds after the set up times will be ticketed and/or towed away at the owners' expense.
- End space requests are not guaranteed as they are on a first paid basis and will not be reserved without full payment.
- We reserve the right to reject an application or to demand you remove an item(s) you are selling if it is considered dangerous, objectionable or not in keeping with the Friendship Festival family theme.
- Booths will have lighting for evening hours. Additional electricity for cash register etc. is available on a limited basis at \$25.00 per booth (see fees). You must provide your own heavy-duty 3-wire 50Ft. extension cord.
- Exhibitors may not sublet or apportion space to anyone else. You may not sell your booth space.
- Nothing edible may be sold without prior permission.
- Friendship Festival committee will not set vendor prices and will not interfere in price wars between vendors.
- Exhibitors are to clean their own area during & after the event. Do not leave garbage or unwanted items when leaving.
- No open flames are permitted.
- **Exhibitor's booth must not interfere with adjacent exhibits or walkways. Items must be kept within your 10 x 10 space. No signage, tables or product may be placed outside your 10 x10 booth space on the grass or in the walkway.**
- **There will be no raffles, drawings, or games of chance at any booth for any reason.**
- **No exhibitor may sleep/stay on the festival grounds /college parking lot overnight.**
- Exhibitors & their helpers/staff will exhibit professional behavior/dress at all times. Vendors can only sell or hand out information from their assigned space, no walking the grounds to sell merchandise or hand out fliers. No Trailing potential Customers!
- Taxes: Each individual Exhibitor is personally responsible for any and all of his/her tax obligations: Federal, State, City, Local or Municipal. The City of Palos Hills and its employees etc waives any responsibility thereof including but not limited to the taxes due, fees and penalties. All Workers Compensation Insurance is the liability of each and every vendor.
- **Psychics: The Friendship Festival Committee does not deem Psychics as a crafter or a business. Psychics are considered entertainment. The Friendship Festival seeks out over many months the forms of entertainment we would like to have at our Festival. We have chosen NOT to have a Psychic as a form of entertainment at our festival.**

***PLEASE NOTE:** We have tried to list all rules and regulations of the Festival however unexpected issues may arise that is not listed in this information. Other restrictions, rules and procedures may apply and are subject to the discretion of the Friendship Festival Committee.

Contact Us: The City of Palos Hills Friendship Festival/ 8455 W. 103rd St., Palos Hills, IL. 60465
Phone: (708) 430-4500 Fax: (708) 430-8376
Email: kviolante@paloshillsweb.org/lkline@paloshillsweb.org