

2018 Northern Illinois Sheep and Fiber Festival

For Crafters, Vendors and Farms

June 2, 2018 Set up at 8:00 am open to the public 9:00 am-5:00 pm

June 3, 2018 Set up at 8:00 am open to the public 9:00 am-4:00 pm

4th Annual Show at the McHenry County Fairgrounds

Mailing Address - P.O. Box 375 - Woodstock, IL 60098

Physical Address - 11900 Country Club Rd Woodstock, IL 60098

THIS AGREEMENT, made and entered into by and between the McHenry County Fair Association, here by listed as MCFA

and Name: _____ Business Name: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

Website Address: _____

(If provided we will provide a link on our website to your page)

Describe your business and what you will sell (must be either handmade and/or Fiber Related): If additional space is needed please feel free to use back of page.

A detailed list of products and 3 photos along with payment in full and Certificate of Liability Insurance/insurance fee MUST be submitted with every contract. If contract is not accepted, check and photos will be returned. We reserve the right to accept or reject any applicant. MCFA will notify you by email if your contract is accepted. **The signed contract, Certificate of Liability insurance and payment in full are due on or before Friday, March 23, 2018.**

Insurance Information Our insurance carrier requests a Certificate of Liability insurance from each vendor, if a certificate of insurance cannot be provided a \$50 fee will be charged which will allow you to be covered under MCFA insurance. Please check with your agent about coverages you may already have in place. For questions please contact the fair office at (815)338-5315 or info@mchenrycountyfair.com

CHECK ONE: My photo may be used for publicity for the event (on flyers or on the website) as long as my business is given credit for the photo. YES _____ NO _____

Booth information: Check the location you would like to request.

TOTAL

- | | | | |
|---|---|-----------|----------|
| <input type="checkbox"/> EXHIBIT BLDG. D | Space Rental: _____ 10X10 booth..... | \$50 each | \$ _____ |
| <input type="checkbox"/> OTHER EXHIBIT BLDGS. | Space Rental: _____ 10X10 booth..... | \$40 each | \$ _____ |
| <input type="checkbox"/> PEN RENTAL | Space Rental: _____ 5X7 pen rental..... | \$10 each | \$ _____ |

_____ Additional Weekend Vendor Pass \$5 each (2 provided per booth) \$ _____

_____ \$50 fee for Liability Insurance (Required if Certificate of Liability not submitted) \$ _____

_____ 8 foot tables \$10 each (rental of tables to use in booths) \$ _____

_____ \$8 charge for each additional outlet (One outlet is included in each booth) \$ _____

Please mark 0 if you will not need power and 1 if you need one. Hook up must meet Fire Codes.

_____ Are you interested in teaching a class during the Northern Illinois Sheep and Fiber Festival? (Please fill in yes or no)

If yes, please complete **Teaching a Class Application** found on website (Also Due March 23, 2018) with Time/Date preference and all detailed information.

TOTAL DUE when contract submitted. Please make check out to MCFA

TOTAL COST \$ _____

This agreement must be **signed and returned with your payment in full. All monies due March 23, 2018.** MCFA will do its best to accommodate specific space requests, however, final placing of exhibitor will be at the discretion of the MCFA. Failure by Second Party to pay sums in full on or before the agreed dates shall result in cancellation of this agreement by the MCFA or in the event of cancellation of the agreement by Second Party for any reason after March 30, 2018, it is agreed that the Second Party will not receive a refund of fees paid to the MCFA. In any case of default in the provisions of this contract or **failure of Second Party to show, move in and set up, for any cause: The MCFA shall retain all monies** and have the right to lease said rights and privileges to other parties without notice to Second Party. **No spaces guaranteed after March 23, 2018.** The Second Party agrees to save and hold harmless all organizers, officials and staff of the MCFA from all claims of damages, demands and actions whatsoever in manner, as a result of the presence and operations of said Second Party at the Fairgrounds before, during and after the event named herein.

By signing this contract, you agree to obey and adhere to the rules and regulations listed below. Be sure to read through them carefully and contact the MCFA office with any questions.

- Set up times for the event will be on Friday, June 1, 2018, from 10 am to 8 pm and on Saturday, June 2, 2018 and Sunday June 3, 2018, from 8 am to 9 am. Open to the public at 9 am.
- Vendors will receive 2 Vendor Passes per booth rented. Additional weekend Vendor Passes can be purchased for \$5 each.
- Please be sure that you, your items being sold, and any other portion of your display remains in your booth space and not in the walk way. This is a request by the fire marshal for safety reasons.
- You are responsible for the safety of your items. The building doors will be locked from 8 pm on Friday to 8 am on Saturday and from 5:30 pm on Saturday until 8 am on Sunday.
- Crafters/Vendors may use the main parking lot for set up, take down and replenishing their items in their booths before the event opens. Between 9 am and 5 pm, Crafters/Vendors and Volunteers must park in their designated areas so the main parking lot is open for the public.
- At the end of the show you are responsible to have your booth cleaned up and all garbage placed in the dumpster outside. Vendors should be packed up no more than 1 hour after end of show.
- It is required that tables are covered almost to floor on the customer's side. Any extra merchandise must be out of site during the show.
- Each vendor will be provided 2 chairs for each booth space purchased.
- Crafters/Vendors handle all the customer transactions and taxes.
- There is one 110 volt 20 amp electric outlet available for each booth space. You must furnish your own extension cords.
- Crafters/Vendors are expected to stay for the entire event.
- The Board of Directors reserves the right to cancel any and all events in case of a calamity, bad weather, or any unavoidable circumstance.

Signature: _____

McHenry County Fair Association

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Title: _____ Date: _____