

2019 McHenry County Holiday Faire Vendor Contract

Homemade for the Holidays

Saturday, December 14, 2019 Set up 8 am open to public 10 am to 4 pm
Sunday, December 15, 2019 Set up from 9 am open to public 10 am to 3 pm
6th Annual Show at the McHenry County Fairgrounds

PO Box 375, Woodstock, IL 60098

Info @mchenrycountyfair.com

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, Items must be handmade. 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. **If you are a previous MCFA Holiday Faire vendor you will have 2 weeks to return the signed contract, Certificate of Liability insurance naming McHenry County Fair Association as additional insured/or insurance fee and payment in full. Due date for previous vendors is Wednesday, September 25, 2019, no spots will be held or guaranteed to previous vendors after due date. On Thursday, September 26, 2019, vendors on the waiting list will be emailed a Holiday Faire vendor contract.**

Insurance Information: Our insurance carrier requests Certificate of Liability insurance from each vendor naming McHenry County Fair Association as additional insured. 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:

_____ **10'X10' Booth** \$75 each (No Vendor will be allowed more than 2 Booths) \$ _____

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

_____ 8-foot tables (\$10 each) \$ _____

_____ Outlets (Your booth gets one. There is an \$8 charge for each additional outlet. Please mark 0 if you will not need power) Hook up must meet Fire Codes. \$ _____

TOTAL DUE when contract submitted. Please make check out to: MCFA **TOTAL COST:** \$ _____

I am willing to donate an item to the Raffle Yes _____ No _____

This agreement must be **signed and returned with your payment in full and appropriate insurance information.** MCFA will do its best to accommodate specific space requests; however, final placing of exhibitor and measurement 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. In the event of cancellation of the agreement by Second Party for any reason, 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 September 25, 2019.** 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.

1. Set up times for the event will be on Friday, December 13, 2019, from 10 am to 7 pm and on Saturday, December 14, 2019, from 8 am to 10 am.
2. 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.
3. You are responsible for the safety of your items.
4. The building doors will be locked from 7 pm on Friday to 8 am on Saturday and from 4:30 pm on Saturday until 9 am on Sunday.
5. Crafters may use the main parking lot for set up, take down and replenishing their items in their booths before the event opens. Between 10 am and 3 pm crafters and volunteers must park in their designated areas so the main parking lot is open for the public.
6. At the end of the show you are responsible to have your booth cleaned up and **all garbage placed in the dumpster outside.**
7. 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.
8. Each vendor will be provided 2 chairs per contract.
9. Crafters handle all the customer transactions and taxes.
10. There are no refunds for cancellations and crafters are expected to stay for the entire event.
11. The Board of Directors reserves the right to cancel any and all events in case of a calamity, severe weather, or any unavoidable circumstance.

McHenry County Fair Association

Signature: _____

Signature: _____

Print Name: _____

Title: Commercial Committee Chairman Date: _____

Title: _____ Date: _____

For Office Use Only

Accepted _____

Payment in Full received _____

Certificate of Insurance received _____ or \$50 fee for insurance paid _____

Tables _____ Outlets _____

Number of Booths requested _____ Booth # Assigned _____