

CITY OF CHESTER FALL FESTIVAL 2021
 CITY OF CHESTER
 PARKS AND RECREATION DEPARTMENT
 1330 SWANWICK STREET
 CHESTER, IL 62233
 618-826-1430
CHESTERRECREATION@CHESTERILL.COM

THIS STREET FESTIVAL WILL BE HELD AT A NEW LOCATION, CHURCH AND SWANWICK STREETS. WE WILL HAVE ACTIVITIES FOR ALL AGES, FREE INFLATABLES/INTERACTIVES/GAMES, CARNIVAL RIDES, PUMPKIN CARVING CONTEST, PUMPKIN DERBY, PUMPKIN RACE, SIDEWALK CHALK CONTEST, FOOD, VENDORS, BALLOON ARTIST, MAGICIAN, TEEN DANCE, LIVE MUSIC, PARADE, AND MUCH MORE!

- DATE:** FRIDAY, OCTOBER 15TH, 4-8 PM (MAY STAY UNTIL 11:30 PM), SATURDAY, OCTOBER 16TH, 10 AM- 6PM (MAY STAY UNTIL 11:30 PM) AND SUNDAY, OCTOBER 17TH, 11 AM-5 PM (MAY STAY UNTIL 8:30 PM). {RE: REGISTRATIONS RECEIVED AND ACCEPTED PRIOR TO AUGUST 10, 2021 WE WILL HONOR THOSE REGISTRATION REQUIREMENTS.}
- BOOTH SIZE:** BOOTH SPACE IS APPROXIMATELY 10X10 (INCLUDING YOUR WIRES, POLES, ETC.) COME PREPARED FOR ALL TYPES OF WEATHER. SECURE YOUR BOOTH IN CASE OF WINDY CONDITIONS. ALL ITEMS BEING SOLD OR DISPLAYED MUST BE CONTAINED WITHIN YOUR SPACE. YOU WILL NOT BE ABLE TO PARK A CAR OR TRAILER AT YOUR SPACE. IF YOU NEED TO HAVE A **TRAILER** AT YOUR SPACE YOU WILL HAVE TO PAY FOR MULTIPLE SPACES AND UNHITCH THE TRAILER FROM YOUR VEHICLE. NO MOTORIZED VEHICLES WILL BE ALLOWED INSIDE THE BARRICADED AREA.
- COST:** GENERAL VENDOR \$25.00 PER SPACE (\$50.00 DEPOSIT) {SHARING FEE \$15.00} PREMIUM VENDOR \$35.00 PER SPACE (\$50.00 DEPOSIT) SHARING FEE \$25.00} FOOD VENDOR \$50.00 PER SPACE (\$100.00 DEPOSIT) PARKING PASS \$5 (LIMITED QUANTITY) **ALL REGISTRATION FEES ARE NON-REFUNDABLE. UNLESS EVENT IS CANCELLED BY THE CHESTER PARKS AND RECREATION DEPARTMENT.**
- DEPOSIT:** **THE DEPOSIT MUST BE PAID SEPARATELY.** THE DEPOSIT WILL BE RETURNED TO VENDORS, WHO ARE SET UP ON TIME EVERY DAY: FRIDAY (3:30 PM), SATURDAY (9:30 AM) AND SUNDAY (10:30 AM) AND STAY SET UP UNTIL 8 PM ON FRIDAY, 6 PM ON SATURDAY AND 5 PM ON SUNDAY. IT WILL BE AVAILABLE AT THE CENTRAL STAND AT 5:15 PM. VENDORS ARE RESPONSIBLE FOR PICKING IT UP. DEPOSITS LEFT AT 8 PM WILL BE CONSIDERED DONATIONS. ANYONE LEAVING EARLY, ARRIVING LATE OR BEING A NO SHOW FORFEITS THE DEPOSIT. **DO NOT COMBINE YOUR REGISTRATION FEE AND DEPOSIT.**
- PRIZE:** WE WILL BE AWARDING A PRIZE TO THE VENDOR WITH THE BEST DECORATED FALL BOOTH.
- MERCHANDISE:** PARTICIPANTS MAY SELL CRAFTS, ANTIQUES, PRIMITIVES, ART, ONE OF A KINDS, TREASURES, FLEA MARKET ITEMS, GOOD OL' JUNQUE, DIRECT SALES AND FOOD!
- EXCLUSIVITY:** WE DO NOT PROVIDE GUARANTEED EXCLUSIVITY TO ANY VENDOR BUT WE WILL NOT ACCEPT TWO OF THE SAME DIRECT SELLING CONSULTANTS.

- SET UP TIME:** FRIDAY: BEGINS 10 AM AND VENDORS MUST BE IN PLACE BY 3:30 PM.
SATURDAY: BEGINS AT 8 AM AND VENDORS MUST BE IN PLACE BY 9:30 AM.
SUNDAY: BEGINS AT 9:30 AM AND VENDORS MUST BE IN PLACE BY 10:30 AM.
YOU CANNOT SET UP UNTIL THE LISTED TIME. VENDORS SHOULD CHECK IN AT THE CENTRAL STAND PRIOR TO SET UP. **BRING YOUR DOOR PRIZE BY 9 AM SATURDAY MORNING.**
- BREAK DOWN:** VENDORS WILL NEED TO VACATE THEIR SPACE BY 11:50 PM FRIDAY AND SATURDAY AND BY 9 PM SUNDAY.
- EQUIPMENT:** VENDORS MUST PROVIDE THEIR OWN TABLES, CHAIRS AND TENTS. TENTS, CANOPIES AND POP-UPS MUST BE SECURED TO WITHSTAND WINDY CONDITIONS. THEY ARE REQUIRED TO BE WEIGHTED DOWN OR ANCHORED. STAKES ARE NOT ALLOWED.
- ELECTRICITY:** LIMITED AVAILABILITY AND WILL BE HELD FOR FOOD VENDORS.
- DOOR PRIZE:** EACH MARKET VENDOR AGREES TO DONATE AN ITEM WITH A MINIMUM VALUE OF \$10.00. THIS ITEM MUST BE PRESENTED AT CHECK IN. (NO LATER THAN 9 AM SATURDAY AT THE CENTRAL STAND)
- UNLOADING:** ITEMS MAY BE UNLOADED AT DESIGNATED AREAS ONLY. FOR SAFETY REASONS **MOTOR VEHICLES WILL NOT BE ALLOWED IN THE VENDOR AREA.** PLEASE COME PREPARED.
- PARKING:** IMMEDIATELY AFTER UNLOADING AND **BEFORE** SETTING UP YOUR DISPLAYS, VENDORS MUST MOVE THEIR VEHICLES TO A PARKING TO CLEAR UP SPACE FOR OTHER VENDORS TO UNLOAD.
- REQUIREMENTS:** ALL VENDORS ARE EXPECTED TO BE OPEN FRIDAY, OCTOBER 15TH, 4-8 PM, SATURDAY, OCTOBER 16TH, 10 AM- 6PM & SUNDAY, OCTOBER 17TH, 11 AM-5PM ANYONE LEAVING EARLY MAY NOT BE ACCEPTED AT ANY OTHER CITY SPONSORED EVENTS AND FORFEITS THEIR DEPOSIT. YOUR BOOTH SHOULD BE NEAT AND ATTRACTIVE, SIGNAGE WITH CLEAR PRICING IS REQUIRED. YOU ARE RESPONSIBLE FOR THE REMOVAL OF YOUR OWN TRASH.
- REFUNDS & CANCELLATIONS:** **THERE WILL NO REFUNDS OF REGISTRATION FEES OR DEPOSIT DUE TO WEATHER.** IN THE EVENT OF CANCELLATION DUE TO A LOCAL HEALTH EMERGENCY WE WILL COMMUNICATE A PLAN OF ACTION AT THAT TIME.
- THE CHESTER PARKS AND RECREATION DEPARTMENT RESERVE THE RIGHT TO CANCEL OR EXPEL A VENDOR AT ANY TIME FOR THE GOOD OF THE FESTIVAL, BY ITS SOLE DISCRETION OR BY THE DIRECTION OF ITS LEGAL REPRESENTATION.**
- QUESTIONS:** CONTACT THE RECREATION OFFICE 618-826-1430 OR BY EMAIL CHESTERRECREATION@CHESTERILL.COM.

CITY OF CHESTER FALL FESTIVAL 2021

FOOD/SNACK VENDOR APPLICATION

APPLICATION CHECKLIST:

- APPLICATION
- REGISTRATION FEE
- DEPOSIT
- FOOD MENU WITH PRICING
- AFFIRMATION & LIABILITY RELEASE

KEEP THIS SHEET FOR YOUR INFORMATION

GENERAL INFORMATION

THIS DOCUMENT CONTAINS PERTINENT RULES AND REGULATIONS THAT GOVERN THE OPERATION OF A FOOD STAND AT THE FALL FESTIVAL HOSTED BY THE CITY OF CHESTER PARKS AND RECREATION DEPARTMENT. WE ARE EXTENDING INVITATIONS TO VENDORS WHO SUBMIT FULLY EXECUTED APPLICATIONS WITH REQUIRED ENCLOSURES AND PAYMENTS (SEE APPLICATION PAGE) BY THE OCTOBER 1, 2021 DEADLINE. PRIORITIES FOR SPACE WILL BE REVIEWED BASED ON DATE OF RECEIPT OF FULLY COMPLETED APPLICATION AND TYPE OF PRODUCT/ITEM. WE ARE STRIVING TO MAINTAIN A BALANCE AND DIVERSITY IN FOOD VENDOR OFFERINGS. ALL APPLICATIONS AND PRODUCTS ARE REVIEWED SO THAT WE MAY MAINTAIN THIS BALANCE. OUR GOAL IS TO KEEP STANDARDS HIGH AND PROMOTE A SUCCESSFUL AND FUN FESTIVAL. THE POLICIES AND REGULATIONS SET FORTH IN THIS DOCUMENT ARE DESIGNED TO MAINTAIN ORDER AND TO REGULATE ACTIVITIES ON THE FESTIVAL SITE. REGULATIONS WILL BE ENFORCED.

PROCEDURES

THE FOLLOWING APPLICATION AND AGREEMENT MUST BE FULLY COMPLETED, SIGNED AND RETURNED WITH THE FOLLOWING ENCLOSURES TO BE CONSIDERED:

1. DETAILED LIST OF ALL PROPOSED PRODUCTS/ITEMS SOLD AND PRICING FOR THEM.
2. VENDOR FEE WITH A COMPLETED AND SIGNED APPLICATION BY OCTOBER 1, 2021.
IN THE EVENT OF NON-ACCEPTANCE YOUR REGISTRATION FEE WILL BE RETURNED.
3. A SEPARATE \$100 CHECK FOR YOUR DEPOSIT. THIS CHECK WILL BE GIVEN BACK TO YOU AT 6:15 PM, OCTOBER 16, 2021, PROVIDED YOU ARE SET UP ON TIME, DO NOT LEAVE EARLY OR CLOSE YOUR BOOTH.

CONDITIONS

1. ALL VENDOR LOCATIONS WILL BE ASSIGNED BY EVENT COORDINATOR.
2. PARKING WILL BE IN DESIGNATED AREAS ONLY. WITH THE EXCEPTION OF SET-UP/LOAD-IN AND BREAK-DOWN/LOAD OUT TIMES, VEHICLES WILL NOT BE PERMITTED INTO THE EVENT SITE.
3. ALL FOOD ITEMS VENDOR WISHES TO SELL ARE SUBJECT TO APPROVAL. ANY PRODUCT NOT SPECIFIED AND APPROVED WILL NOT BE ALLOWED ON YOUR MENU AT THE FESTIVAL, UNLESS PERMISSION IS SOUGHT AND GIVEN. ITEMS MUST BE REMOVED FROM VENDOR STAND WHEN ASKED BY CHESTER PARKS AND RECREATION STAFF DURING THE FESTIVAL IF THEY WERE NOT APPROVED. FAILURE TO ABIDE WILL RESULT IN FORFEITURE OF YOUR DEPOSIT.
4. PRICES OF ITEMS MUST BE DISPLAYED.
5. YOUR BOOTH MUST BE CLEAN AND NEAT AT ALL TIMES.
6. IT IS THE SOLE RESPONSIBILITY OF EACH FOOD VENDOR TO OBTAIN THE APPLICABLE AND APPROPRIATE STATE AND LOCAL LICENSES AND PERMITS. FOOD VENDORS SHOULD CONTACT THE MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT WITH QUESTIONS REGARDING REQUIREMENTS.

FALL FESTIVAL 2021
FOOD/SNACK VENDOR APPLICATION
INSURANCE INFORMATION

FOOD VENDORS MUST SUBMIT A CERTIFICATE OF INSURANCE (COI) PROVING THE VENDOR HOLDS A GENERAL LIABILITY POLICY. THE GENERAL LIABILITY INSURANCE SHALL BE WRITTEN WITH LIMITS NO LESS THAN \$1,000,000 EACH OCCURRENCE AND \$2,000,000 GENERAL AGGREGATE. THE CERTIFICATE OF INSURANCE MUST BE IN THE RECREATION DIRECTOR'S OFFICE BY 3 PM, FRIDAY, SEPTEMBER 17, 2021.

THE FOLLOWING CONDITIONS MUST ALSO BE MET:

- A. THE CITY OF CHESTER MUST BE LISTED AS ADDITIONALLY INSURED ON THE POLICY.
- B. THE DESCRIPTION OF OPERATIONS BOX MUST LIST THE NAME, DATE AND LOCATION OF THE EVENT.
- C. THE CERTIFICATE HOLDER BOX MUST CONTAIN:
 - CITY OF CHESTER
 - 1330 SWANWICK STREET
 - CHESTER, ILLINOIS 62233

IF YOU DO NOT CURRENTLY HAVE AN INSURANCE POLICY, THERE ARE SEVERAL COMPANIES THAT PROVIDE EVENT INSURANCE. SOME EXAMPLES INCLUDE:

WWW.SPECIALEVENTINSURANCE.COM

WWW.KANDKINSURANCE.COM

WWW.THEEVENTHELPER.COM

WWW.FLIPROGRAM.COM

THE CITY OF CHESTER IS NOT AFFILIATED WITH, NOR DO WE ENDORSE ANY OF THE ABOVE LISTED INSURANCE COMPANIES.

CITY OF CHESTER FALL FESTIVAL 2021
LIABILY AND ASSUMPTION OF RISK

In consideration of being allowed to participate in any way in the City of Chester Parks and Recreation’s programs, events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risks of injury and illness (ex: communicable diseases such as MRSA, influenza, and COVID-19) from the activities involved in this program are significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce these risks, the risks of serious injury and illness do exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the City of Chester Recreation Director immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the City of Chester, Illinois, their officers, officials, agents, and/or employees, other participants, volunteers, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event (“RELEASEES”), WITH RESPECT TO ANY AND ALL INJURY, ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

I do hereby fully release and forever discharge the City of Chester, including their officials, agents, volunteers, employees, and sponsors from any and all claims for injuries, damages or loss that I may have, or which may accrue to me and arising out of, connected with, or in any way associated with this event. _____initial

I understand if I am selling farmers market or food items, I will need to supply a copy of my license and/or certifications. _____initial

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant Name:

Participant Signature:

Phone Number: (_____) _____

Date Signed: _____

CITY OF CHESTER FALL FESTIVAL 2021

Video/Photo Release Form

I understand that during the event, in which I am participating, and all activities associated with the event, photographs and or video of myself and/or my booth staff may be taken by Chester, Illinois Parks and Recreation personnel and/or volunteers.

I agree, and by my signature below, hereby consent to the photographs of myself and/or my staff including video photography of myself and/or my staff to be used by the City of Chester and/or the Chester, Illinois Parks and Recreation Department for publishing. This includes websites, print media, social media, videos or any other way they may deem appropriate. _____ initial

My signature below indicates that I have read and agree to the Waiver and Release of All Claims and Assumption of Risk Form and the Video/Photo Release.

BUSINESS NAME					
CONTACT NAME				PHONE	
ADDRESS					
CITY		STATE		ZIP CODE	
EMAIL ADDRESS					

PRINTED NAME					
SIGNATURE					
DATE					

COMPLETE PAGES 5 & 6 FOR ANYONE THAT WILL BE OCCUPYING YOUR BOOTH.

CITY OF CHESTER FALL FESTIVAL 2021
FOOD VENDOR APPLICATION

HOW DID YOU HEAR ABOUT THE FALL FESTIVAL? (CIRCLE ONE)

EMAIL FACEBOOK INTERNET WORD OF MOUTH OTHER

DATE SUBMITTED				
VENDOR NAME				
BUSINESS NAME				
VENDOR ADDRESS				
VENDOR PHONE	HOME		CELL	
EMAIL				
TYPE OF BOOTH	FOOD	SNACK	DRINK	

MAKE CHECKS (2) DEPOSIT AND REGISTRATION FEE MUST BE SEPARATE} PAYALBE TO: CITY OF CHESTER FALL FESTIVAL. MAIL CHECKS AND APPLICATION TO:

CHESTER RECREATION
 1330 SWANWICK STREET
 CHESTER, IL 62233

- PROPOSED MENU ITEMS:** LIST THE ITEMS YOU WANT TO SELL AT THE FESTIVAL. TRY TO BE AS SPECIFIC AS POSSIBLE AND LIST SELLING PRICES. ANY CHANGES AFTER SELECTION MUST BE PRE-APPROVED.
- REMINDER:** BEVERAGES MUST BE APPROVED AS WELL.
- FIVE ITEM LIMIT:** LIST THE ITEMS IN ORDER OF MOST DESIRED.
- NOTE:** SUBMITTING YOUR PPLICATION DOES NOT GUARANTEE ACCEPTANCE. VENDORS WILL BE NOTIFIED OF ACCEPTANCE OR DENIAL. IF YOU ARE DENIED YOU WILL RECEIVE YOUR REGISTRATION FEE AND DEPOSIT BACK.

	MENU ITEM	PRICE
1.		
2.		
3.		
4.		
5.		
6.		

CITY OF CHESTER FALL FESTIVAL 2021
MARKET VENDOR APPLICATION

DO NOT WRITE IN THIS AREA							VENDOR # _____	
BOOTH TYPE		REGISTRATION FEE		NUMBER REQUESTED		TOTAL		
FOOD		\$50.00						
CHECK #		ACH	CASH	OTHER	AMOUNT		DATE	
DEPOSIT								
CHECK #		ACH	CASH	OTHER	AMOUNT		DATE	
FOOD		#	X		\$100.00	=	TOTAL	

HOW DID YOU HEAR ABOUT THE FALL FESTIVAL? (CIRCLE ONE)

EMAIL FACEBOOK INTERNET WORD OF MOUTH OTHER

DATE SUBMITTED				
VENDOR NAME				
BUSINESS NAME				
VENDOR ADDRESS				
VENDOR PHONE	HOME		CELL	
EMAIL				
TYPE OF BOOTH	FLEA MARKET	CRAFT	DIRECT SALES	FOOD (COMPLETE FOOD VENDOR APPLICATION)

LIST OR DESCRIBE THE TYPES OF ITEMS YOU WISH TO DISPLAY AT THE FESTIVAL. ARE THE ITEMS HANDMADE, HOMEMADE OR RESALE?

WHAT ARE YOU PLANNING TO DONATE FOR THE PRIZE DRAWINGS THROUGHOUT THE DAY?

MAKE CHECKS (2) DEPOSIT AND REGISTRATION FEE MUST BE SEPARATE} PAYABLE TO: CITY OF CHESTER FALL FESTIVAL. MAIL CHECKS AND APPLICATION TO:

CHESTER RECREATION

DO NOT WRITE IN THIS AREA							VENDOR # _____
BOOTH TYPE	REGISTRATION FEE	NUMBER REQUESTED			TOTAL		
PREMIUM	\$35.00						
GENERAL	\$25.00						
CHECK #		ACH	CASH	OTHER	AMOUNT		DATE
DEPOSIT							
CHECK #		ACH	CASH	OTHER	AMOUNT		DATE
BOOTH TYPE		DEPOSIT		NUMBER BOOTHS REQUESTED			TOTAL
GENERAL/PREMIUM		\$50.00					

1330 SWANWICK STREET
 CHESTER, IL 62233
 CITY OF CHESTER, ILLINOIS 62233