



VENDOR APPLICATION

Event Date: Saturday, September 8, 2018

Event Times: 1:00pm-4:00pm

Event Location: Yunker Park

Complete and sign the attached application and return with required materials no later than **August 25th** to: Mokena Park District, Attn: Special Events, 10925 La Porte Rd, Mokena, IL 60448

Contact Information

Business Name _____ Contact Name _____

Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

Illinois Business Tax Number or SSN _____

Booth Details

- Booth spaces may be located on grass or unlevel ground
- All spaces will be approximately 12' X 12'
- All vendors must bring their own tents, tables and chairs
- Vendors must relocate their vehicles after unloading.

Vendor Type	Early Bird Fee	After July 8th
For-Profit	\$35	\$50
Not-for-Profit	Raffle Basket	\$50

of Spaces: _____ X \$Fee per space: _____

Total \$: _____

(Check made payable to Mokena Community Park District)

PAYMENTS ARE NON-REFUNDABLE

Contest Prize Donations

Donation _____ Value\$ _____

- I will drop off donation by August 25th
- I need to arrange a pick up for donation

Payment Information

Check (payable to Mokena Park District) \$ _____

Cash (please do not mail cash) \$ _____

Credit Card \$ _____

Credit Card Information

Visa Mastercard Discover

Credit Card Number: _____

Security Code: _____ Exp. Date: _____

Payment Amount: \$ _____

Cardholder Name: *please print* _____

Cardholder Signature: _____

Materials Required

Your application will **NOT** be processed without the below:

- Completed merchant vendor application
- Merchant vendor fee
- Signature accepting terms & conditions
- Signature accepting vendor guidelines

Vendor Guidelines

1. **Booth Space:** 12' X 12' booth space is provided. Canopies are strongly recommended, but not required. As this is an outdoor event, tables and chairs are **not** provided, vendors should bring their own. We reserve the right to relocate a vendor when necessary even after a space has been assigned.

2. **Vehicles / Parking :** All vendors may unload from their vehicle to their space and then immediately relocate their vehicles to the parking lot. Parking is not assigned but is first come, first serve. All cars must be off of the grass by 12:30pm

3. **Booth Operations:** All vendors must be selling or trading item/s that individuals can receive on-site at event. You must exhibit for the duration of the festival. Please note that for the safety and security for all, booths can not be left unattended. Early closing is not permitted. Failure to adhere to the booth operations will result in vendors not being invited back to following year's event.

4. **Products:** All Vendors must be selling items that buyers can take home on site at the event, food & drink is prohibited unless it had been approved by the MCPD in advance, fresh produce is allowed with an additional Will County Health Department Application.

5. **Check In/Set up:** Vendor check-in is from 11:30am-12pm. Vendors checking in after 12pm may incur a \$25 late fee or possibly denied entrance to the event. This will be at the discretion of the MCPD staff.

6. **Inspections:** The MCPD reserves the right to inspect and prohibit any items that may be inappropriate for sale. Weapons of any kind are prohibited.

7. **Tear-down:** Each vendor is responsible for take down and clean up of his/her stand. Unless otherwise noted, parking is not designated to any specific vendor. Load-in/set-up times are provided in the confirmation letter sent to you prior to the event.

8. **Trash Disposal:** Each space must be left clean throughout the event. Trash receptacles and bags will be provided at the event, however each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged in booth will be subject to space cancellation for future Park events.

9. **Water & Electricity:** Unless otherwise specified, running water is **not** provided. No personal or small portable generators are permitted on grounds unless approved by the Special Event Coordinator.

10. **Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.

11. **Laws:** Drilling in the grounds is not permitted. Violators will be subject to a fine of \$100 and/or space cancellation by Mokena Park District.

12. **Product Responsibility:** If vendor products become un-sellable for any reason such as loss, damage or any other cause the event producer will not be held responsible

By signing this agreement, I hereby acknowledge and accept all guidelines of this vendor application by which will be considered a legal contract between me (Vendor) and the Event Producer (Mokena Community Park District) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature

Date

Terms & Conditions

1. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor. The Mokena Community Park District has the right to not accept applications from vendors who are not selling appropriate items per the event.

2. **Contract Cancellation:** Mokena Park District reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its legal representation.

3. **Refunds & Cancellations:** In the case of event cancellation, rain dates are not scheduled unless specified. If MCPD deems it necessary to cancel an event, program, or advertisement and the event is not rescheduled, there will be no refunds or credits given.

4. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.

5. **Indemnification:** Mokena Park District and Mokena Park District, employees, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.

6. **Hold Harmless:** I as the vendor do hereby acknowledge by signing below, that I am an independent contractor and not an employee of the Mokena Community Park District; that I am not entitled to the benefits generally afforded employees of the Park District; nor am I eligible for workers compensation insurance. Furthermore, I agree to defend, indemnify and hold the Mokena Community Park District, Will and Cook Counties, Illinois, its Board of Commissioners, its Board members as individuals, and its employees free and harmless of any and all liability, costs and expenses (including attorneys' fees and costs) related in any way to threatened or actual court proceedings, lawsuits and damages involving injury to or death of any person or persons whosoever, caused by, connected with or arising directly or indirectly, wholly or in part, from any use or operation of the Park District premises resulting in any manner from the use authorization granted by the Board of Commissioners. It being further understood and agreed that the Mokena Community Park District assumes no obligation or responsibility in connection with the use of Park District buildings or grounds.

By signing this agreement, I hereby acknowledge and accept all terms & conditions of this vendor application by which will be considered a legal contract between me (Vendor) and the Event Producer (Mokena Community Park District) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature

Date

Questions? Call 708-390-2416 or email rphetteplace@mokenapark.com