



MOKENA COMMUNITY PARK DISTRICT
20TH ANNIVERSARY VENDOR EXPO APPLICATION



Event: Oaks Recreation and Fitness Center 10847 LaPorte Road Mokena, IL 60448-1638 **Date:** Saturday, Sept. 12, 2026
Expo Setup: 11:30-12:45pm **Show:** 1:00pm-3:00pm **Tear Down:** 3:00-4:00pm *There will be activities throughout the day.*

Name _____ Today's Date: _____

Contact Number _____ E-mail _____

Business Name: _____ Business Number _____

Business Address _____ City _____ Zip _____

E-mail _____ Website _____

Brief summary of business _____

Vendor Category (Check One)

- | | |
|--|---|
| ☐ Health/Wellness | ☐ Catering |
| ☐ Mental/Emotional Wellness | ☐ Entertainment _____ (need entertainer hold harmless) |
| ☐ Nutrition/Healthy Living | ☐ Photographer |
| ☐ Physical Wellness | ☐ Other: _____ |
| ☐ Community Resources | |

Preferred Vendor List

- ☐ Yes! I would like to participate in the Health and Wellness Fair at the Oaks 20th Anniversary Celebration.
- ☐ I understand that **new vendors serving food or providing physical services are required to provide a Certificate of Liability Insurance**. A certificate may be provided for each individual event, or an annual certificate may be submitted to cover all events for the year.

Certificate of Liability Insurance must include:

- \$1 million in General Liability Coverage per occurrence
- \$2 million aggregate coverage
- Must name Mokena Community Park District as additional insured
- Address must be listed as: 10925 W. LaPorte Mokena, IL 60448

Drop-off Completed Forms to: Oaks Recreation and Fitness Center
10847 W. LaPorte Ave. Mokena, IL 60448 **or**

Email: ewaller@mokenapark.com for additional information

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Staff Use Only:

Certificate of Liability: _____ Date Received _____ By Event or Year Staff _____

Vendor Approved Dates _____ to _____ Comments: _____

Oaks Recreation and Fitness Center 10847 LaPorte Road Mokena, IL 60448-1638 708-390-2343



Mokena Community Park District Vendor Guidelines & Hold Harmless Agreement



By registering as a preferred vendor with the Mokena Community Park District, the vendor agrees to the following terms and conditions:

1. Hold Harmless Agreement

The vendor agrees to defend, indemnify, and hold harmless the Mokena Community Park District, including its officers, employees, volunteers, and agents, from any and all claims, liabilities, damages, losses, costs, or expenses, including reasonable attorney fees, arising out of or related to the vendor's participation in a Park District event or use of Park District property. The Mokena Community Park District assumes no responsibility for the vendor's property, materials, equipment, or business operations during setup, event hours, or teardown.

2. Vendor Responsibility for Property Damage

The vendor is responsible for any damage to Mokena Community Park District property that is directly caused by the vendor, their employees, contractors, equipment, displays, merchandise, or materials during setup, event operation, or teardown. This responsibility applies only to damage caused by the vendor's own business activities and does not include damage caused by renters, guests, clients, event attendees, or other vendors.

3. Use of Park District Property & Equipment

No Mokena Community Park District equipment or property may be removed from the premises without prior approval from the Executive Director or authorized Park District staff.

Any tables, chairs, or other equipment provided by the Park District must remain in their designated area unless otherwise approved.

4. Vendor Space Clean-Up

Each vendor is responsible for keeping their assigned space neat and orderly during the event and for removing all items related to their business at the end of the event. This includes removal of personal property, displays, signage, merchandise, packaging, equipment, and any waste generated by the vendor's business activities. Cleanup responsibilities apply only to materials directly related to the vendor's services or booth setup. Vendors are not responsible for cleaning areas outside of their assigned space or for general event cleanup unrelated to their business. For example, vendors who do not provide food or beverages are not responsible for food or beverage cleanup unless it was created by their own booth operations.

5. Decorations & Facility Guidelines

To prevent damage to Park District property, items may not be attached to walls, floors, windows, ceilings, or fixtures using nails, staples, tape, adhesives, tacks, or similar materials unless approved in advance by Park District staff. Rice, birdseed, confetti, glitter, or similar loose decorative materials are not permitted. Any candles or candlelight used as part of a display must be fully enclosed or contained.

6. Compliance with Policies & Regulations

The vendor agrees to comply with all applicable Mokena Community Park District policies, procedures, rules, and local ordinances while participating in the event.

Failure to comply may result in removal from the event or denial of future vendor participation.

Vendor Acknowledgement

I have read and understand the Preferred Vendor Guidelines and Hold Harmless Agreement. I understand that my signature confirms my agreement to all terms listed above and is required in order to reserve vendor space with the Mokena Community Park District. Submission of this application does not guarantee approval or availability of vendor space. By signing below, I acknowledge that my registration is not complete until it has been approved by the Mokena Community Park District and full payment has been received. I understand that all vendor registration fees are non-refundable.

Printed name: _____ Date: _____

Signature: _____ DOB: _____

Vendor must be 21 years or older to sign