



Vendor Contract Kankakee Area Jaycees Halloween Festival

Date of Event: Sunday October 20, 2019

Location: Farmers Market Parking Lot & S. Schuyler Ave

Vendor Contract Jaycees Halloween Festival

Contact: Amy Laws Email: kankakeeareajaycees@gmail.com (815) 630-7051

Cost: \$25.00 for a 10x10 booth space.

Paypal, must send as friend.

Vendors must provide their own equipment ie: canopies, tables, chairs, etc. All fees are non-refundable. This is an outdoor venue. Electricity is available for food vendors only. There is no running water available.

This event will run from 10am to 4pm. Vendors can begin setting up at 7am but **must be finished by 10:00am**. Vendors will be expected to arrive, unload their items in their spot and move their vehicle before setting up. Vehicles cannot remain parked in the street during setup. Break down begins at 4pm. Vendors arriving after 9:30am will be turned away with no refund of vendor fee. Vendors are responsible for leaving the area in the same condition as they found it. Vendors are responsible for their own material and merchandise.

Food vendors are responsible for acquiring health department permits, certificates etc. for this event.

Vendors cannot keep their vehicle with them. This includes food vendors. Your trailer will need to be unhitched and your vehicle moved out of the festival area.

Items not permitted for sale: firearms, ammunition, chemicals/cleaning products, counterfeit merchandise, bootlegs and nutritional supplements. Items and products being sold should be described for review. We are seeking to present a variety of vendors, as such each vendor is up to our discretion, submission of contract and payment does not guarantee acceptance. Payments for vendors not accepted will be returned.

Payment in full is expected once the vendor form is submitted.

Last day to sign up is **October 1st, 2019.**

COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Description of items to sell:

I would like _____ 10x10 booth space(s) for merchandise.

I would like _____ 10x10 booth space(s) for food.

(Please mark for the number of spots needed to fit your food truck size if applicable.)

Total Amount submitted: _____

Please invoice me via Paypal (\$5 processing fee applies. Make sure your email is printed clearly.)

By check marking this box and initialing here _____ I accept that I am responsible for my own health department permits and liability insurance policy for this event. Kankakee Area Jaycees will not be held responsible for any liability, lost, stolen or damaged merchandise. Kankakee Area Jaycees will not be held responsible for any injury incurred during the event.

Signature of Vendor _____ Date _____

Make checks payable to:

Kankakee Area Jaycees with the memo Halloween Festival Vendor

Send this form to:

Kankakee Area Jaycees, P.O. Box 1991, Kankakee, Illinois, 60901