



## **Vendor Contract – Halloween Downtown**

**Date of Event: Sunday, October 20, 2024, 10am to 4pm**

**Location: Farmers Market Parking Lot & S. Schuyler Ave**

**Vendor Contract Halloween Downtown Hosted by Rotary Club of Kankakee**

**Contact: Amy Laws Email: k3halloween@gmail.com (815) 630-7051**

**Cost: \$35.00 for a 10x10 booth space.**

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 vehicles before setting up. Vehicles cannot remain parked in the street during setup. Break down begins at 4pm. Vendors arriving after 9:30am may 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. **Vendors cannot keep their vehicles with them.**

Items not permitted for sale: firearms, ammunition, chemical 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 voided and destroyed.

Vendors are encouraged to have candy available, but it is not required.

We ask that vendors please do not have games to play at your merchandise booth. If you want to run a game or have an activity for the kids, please request the proper form.

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

Last day to sign up is **October 10th, 2024**

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**COMPANY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Description of items to sell:**

\_\_\_\_\_  
\_\_\_\_\_

I would like \_\_\_\_\_ 10x10 booth space(s) at \$35.00 each space.

**Total Amount submitted:** \_\_\_\_\_

[ ] By check-marking this box and initialing here \_\_\_\_\_ I accept that I am responsible for my own insurance policy for this event. Rotary Club of Kankakee will not be held responsible for any liability, lost, stolen, or damaged merchandise. Rotary Club of Kankakee will not be held responsible for any injury incurred during the event.

**Signature of Vendor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Make checks payable to: Rotary Club of Kankakee with the memo  
Halloween Festival Vendor**

**Send to:**

Halloween Downtown PO Box 1394 Bourbonnais, IL, 60914