



# Artisan Craft & Food Fair

Saturday, November 11, 2023 - 9am-3pm

Sunday, November 12, 2023 - 11am-3pm

## 2023 Vendor Application

**Heritage Prairie Farm,**

2N308 Brundige Road

Elburn, IL 60119

**8' X 8' Booth Space**

\$150 Fee Includes Booth Space for Both Days, 8' Table, and Two Chairs

**JURY PROCEDURE:**

Please submit photos of your work with the fee and complete application. Commercially made or imported items are prohibited. **Applications without photos will be rejected.**

**REGISTRATION DEADLINE:**

**Monday, May 1, 2023 @ 12PM.** After that date, applications can still be submitted and will be accepted if booth spaces are available.

**ACCEPTANCE NOTIFICATION:**

**All acceptance notifications will be issued no later than October 1, 2023.** You will be notified via email upon acceptance. Payments will be processed at the time of acceptance.

**CANCELLATION POLICY:**

For all accepted applications, registration fees are non-refundable at any time for any reason. **There will be no refunds for cancellations, no exceptions.**

**QUESTIONS? CONTACT:**

[liz@heritageprairiefarm.com](mailto:liz@heritageprairiefarm.com) | 630.443.5989

**SET UP:**

Vendors may set up on **Friday, November 10th from 10AM - 4PM** and **Saturday, November 11th from 7AM - 9AM.** **All vendors must be fully set up by the start of the market on Saturday, November 11th at 9AM.**

**TEAR DOWN:**

For the safety of our guests and other vendors, please refrain from major tear-down efforts until the show has ended. **No vehicles are permitted at the tent entrance.**

**REFRESHMENTS:**

Heritage Prairie Farm will have food and beverages available for purchase. You are welcome to bring your own food and beverages.

**VENDOR MAP:**

**Booth locations are not guaranteed.** Space is limited for this show and the layout will be based off the overall guest experience during the event.

**MARKETING:**

Heritage Prairie Farm will do our share of marketing via social media and signage around the community. Electronic copies of event materials will be provided to all vendors upon request. It is the responsibility of the vendors to contribute to marketing efforts for this event.

2023 HPF Artisan Craft & Food Fair  
**APPLICATION AND AGREEMENT**

**NAME:** \_\_\_\_\_ **BUSINESS NAME:** \_\_\_\_\_

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

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

**WEBSITE:** \_\_\_\_\_

**FACEBOOK:** \_\_\_\_\_

**INSTAGRAM:** \_\_\_\_\_

**A BRIEF DESCRIPTION OF YOUR PRODUCT OR SERVICE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ELECTRICITY? Y / N WHY?** \_\_\_\_\_

**\*Electricity is limited. Depending on the "as-needed" basis, we will notify you if we can provide you with electricity. There is a \$25 fee for using electricity at your booth if approved.**

ITEM	COST	QUANTITY	TOTAL
8'X8' Booth Space	\$150		

**GENERAL LIABILITY INSURANCE / "HOLD HARMLESS"**

**I have read and agree to comply with all the attached rules and regulations.  
Regarding participation in the 2023 Heritage Prairie Farm Artisan Craft & Food Fair  
if I am chosen to participate:**

- a) I will provide a fire extinguisher if my space requires electricity, whether that electricity is supplied through the venue or my own portable generator.
- b) Any vendor that has a Commercial General Liability policy must show proof of general liability coverage with Heritage Prairie Farm as additionally insured. The certificate must be submitted with your application.
- c) For any vendor that does not carry commercial general liability insurance, the following applies:

**INDEMNITY AGAINST GENERAL CLAIMS**

I hereby agree to indemnify, defend, and hold harmless Heritage Prairie Farm, it's officers, directors, employees, and volunteers from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney fees and expenses, court costs and costs of appeals) asserted against of incurred by the Indemnified Party by reason of or arising out of the display or sale of items by the undersigned on the premises of Heritage Prairie Farm. This agreement shall be binding on the parties hereto, their successors and assigns.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PAYMENT:**

\$150 Payment is due with application.

There is an additional \$25 fee for the use of electricity at your booth, if approved.

If paying by credit card, please complete and attach the credit card authorization form with your application. There is a 3% processing fee for credit and debit card payments.

If paying by check, make check payable to Heritage Prairie Farm. Please mail application and check to:

**Heritage Prairie Farm  
re: Artisan Craft & Food Fair  
2N308 Brundige Rd.  
Elburn, IL 60119**

**SUBMISSION:**

Application forms and photos may be scanned and forwarded to [liz@heritageprairiefarm.com](mailto:liz@heritageprairiefarm.com), or may be sent via mail to

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