



AT HERITAGE PRAIRIE FARM VENDOR APPLICATION

NOVEMBER
12 & 13

SATURDAY 9-3
& SUNDAY 11-3

2N308 BRUNDIGE
ROAD, ELBURN

8' X 8' BOOTH SPACE

\$100 FEE INCLUDES BOOTH SPACE FOR BOTH DAYS, 8' TABLE, AND TWO CHAIRS

*** IMPORTANT NOTE: LAYOUT IS SUBJECT TO CHANGE. SPECIFIC BOOTH LOCATIONS ARE NOT GUARANTEED. ***
WE DO OUR BEST TO ACCOMMODATE REQUESTS, BUT REMEMBER THAT ALL BOOTHS ARE OF EQUAL SPACE.

JURY PROCEDURE: New vendors: please submit photos of your work with the fee and complete application. Applications without photos will be rejected.

REGISTRATION DEADLINE: April 15, 2022 at 12PM

ACCEPTANCE NOTIFICATION: Via e-mail by end of day Friday, April 29, 2022

CANCELLATION POLICY: 50% refund written notice postmarked by October 14, 2022.
No refund for written notice postmarked after October 14, 2022.

QUESTIONS? CONTACT: info@heritageprairiefarm.com or 630.443.5989

SETUP: Vendors may set up on **Friday, November 11th from 10AM - 4PM** and **Saturday, November 12th from 7AM - 8AM**.
All vendors *must be fully set up by the start of the market* on Saturday, November 12th 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.

REFRESHMENTS: Water will be available for vendors and patrons. We anticipate food trucks to be on site both days between the hours of 11AM and 2PM. For dietary restrictions, we recommend bringing a sack lunch.

VENDOR MAP: *Booth locations are not guaranteed.* While we do our best to consider all layout requests and accommodations, space is limited for this show and we remind all accepted vendors to bring with them an **attitude of gratitude**. We are happy to have you join us at the farm for this fantastic fair, and the show will go on.

MARKETING: Event information will be sent to the thousands of HPF contacts via e-newsletter, postcards, and social marketing. Electronic copies of the event materials will be provided to all vendors. Heritage Prairie Farm will also contact local print media to share the details of the event.
If you would like a stack of Artisan Craft and Food Fair Postcards, please contact info@heritageprairiefarm.com

ARTISAN CRAFT & FOOD FAIR

2022 APPLICATION & AGREEMENT

(Please write clearly & legibly)

NAME:

BUSINESS NAME:

ADDRESS:

PHONE:

EMAIL:

WEBSITE:

FACEBOOK:

INSTAGRAM:

BRIEF DESCRIPTION OF PRODUCT OR SERVICE:

ELECTRICITY? Y/N WHY?

**Electricity is limited. Depending on the "as-needed" basis, we will notify you if we can provided you with electricity.*

ITEM	COST	QUANTITY	TOTAL
8'X8' BOOTH SPACE	\$100		

GENERAL LIABILITY INSURANCE / "HOLD HARMLESS"

I have read and agree to comply with all the attached rules and regulations regarding participation in the 2022 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 presented upon set up of display.
- 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: \$100 Payment is due with application. **Card or check only.**

If paying by credit card, please call the Heritage Prairie Farm office at 630-443-5989. There is a 3% convenience fee for credit card payments.

If paying by check, make check payable to Heritage Prairie Farm. Please mail 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 info@heritageprairiefarm.com, or may be sent via mail to

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