



HERITAGE PRAIRIE  
FARM

# Artisan Craft & Food Fair

Saturday, November 10, 2018 - 9am-3pm

Sunday, November 11, 2018 - 11am-3pm

## 2018 Vendor Application

**Heritage Prairie Farm,**  
2N308 Brundige Road  
Elburn, IL 60119

### 10' X 10' Booth Space

\$75 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. Applications without photos will be rejected.
- REGISTRATION DEADLINE:** Friday, September 14th at 12PM
- ACCEPTANCE NOTIFICATION:** Via e-mail by end of day Friday, September 21st.
- CANCELATION POLICY:** 50% refund written notice postmarked by October 12, 2018. No refund for written notice postmarked after October 12, 2018.
- QUESTIONS? CONTACT:** [info@heritageprairiefarm.com](mailto:info@heritageprairiefarm.com) | 630.443.5989
- SET UP:** Vendors may set up on Friday, November 9th from 10AM - 4PM and Saturday, November 10th from 7AM - 8:30AM. All vendors must be fully set up by the start of the market on Saturday, November 10th 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:** Heritage Prairie Farm will provide water to vendors and patrons. The HPF Farm Store will be open throughout the day as well. Once vendor applications are approved, vendors will have the option to pre-order lunches from our HPF Kitchen.
- VENDOR MAP:** We will be handing out an event brochure, containing a vendor map and vendor information during the event.
- MARKETING:** Event information will be forwarded to the thousands of HPF contacts via electronic 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 50 Artisan Craft and Food Fair Postcards, please contact [nicole@heritageprairiefarm.com](mailto:nicole@heritageprairiefarm.com)

2018 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 provided you with electricity.

ITEM	COST	QUANTITY	TOTAL
10X10 Booth Space	\$75		

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

I have read and agree to comply with all the attached rules and regulations regarding participation in the 2018 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 premisses of Heritage Prairie Farm. This agreement shall be binding on the parties hereto, their successors and assigns.

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

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

**PAYMENT:**

\$75 Payment is due with application.

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](mailto:info@heritageprairiefarm.com), or may be sent via mail to

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