



HERITAGE PRAIRIE
FARM

Artisan Craft & Food Fair

Saturday, November 9, 2019 - 9am-3pm

Sunday, November 10, 2019 - 11am-3pm

2019 Vendor Application

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

8' X 8' 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 13th at 12PM
- ACCEPTANCE NOTIFICATION:** Via e-mail by end of day Friday, September 20th.
- CANCELLATION POLICY:** 50% refund written notice postmarked by October 11, 2019. No refund for written notice postmarked after October 11, 2019.
- QUESTIONS? CONTACT:** info@heritageprairiefarm.com | 630.443.5989
- SET UP:** Vendors may set up on **Friday, November 8th from 10AM - 4PM** and **Saturday, November 9th from 7AM - 8AM.** All vendors *must be fully set up by the start of the market* on Saturday, November 9th 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. There will be food trucks on site both days between the hours of 11AM and 2PM.
- 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 emily@heritageprairiefarm.com

2019 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
8'X8' 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 2019 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:

\$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

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re: Artisan Craft & Food Fair
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SUBMISSION:

Application forms and photos may be scanned and forwarded to info@heritageprairiefarm.com, or may be sent via mail to

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