

# ARTISAN CRAFT & FOOD FAIR

# HERITAGE PRAIRIE FARM VENDOR APPLICATION

**NOVEMBER**  
**14 & 15, 2020**

11/14: 9AM-3PM  
11/15: 11AM-3PM

**2N308 BRUNDIGE RD**  
**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:** Please submit photos of your work with the fee and complete application. Applications without photos will be rejected.

**REGISTRATION DEADLINE:** Friday, April 17th, 2020 at 12PM

**ACCEPTANCE NOTIFICATION:** Via e-mail by end of day Friday, May 1st, 2020.

**CANCELLATION POLICY:** 50% refund written notice postmarked by October 16, 2020.  
No refund for written notice postmarked after October 16, 2020.

**QUESTIONS? CONTACT:** [info@heritageprairiefarm.com](mailto:info@heritageprairiefarm.com) or 630.443.5989

**SET UP:** Vendors may set up on **Friday, November 13th from 10AM - 4PM** and **Saturday, November 14th from 7AM - 8AM**.  
All vendors **must be fully set up by the start of the market** on Saturday, November 14th 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. 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. 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 50 Artisan Craft and Food Fair Postcards, please contact [emily@heritageprairiefarm.com](mailto:emily@heritageprairiefarm.com)

# 2020 ARTISAN CRAFT & FOOD FAIR

## 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.*

<b>ITEM</b>	<b>COST</b>	<b>QUANTITY</b>	<b>TOTAL</b>
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 2020 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:**

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***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**

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***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

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