



St. Charles Scarecrow Fest Merchant Application

October 6- 8, 2017

Application Deadline: September 2



Date Received: _____
(office use only)

Business Name _____

Contact Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email Address _____

IL Business Tax # _____ Federal Tax ID or SS #: _____

On-site Contact (if different) _____ Cell Phone _____

Event Fees

(see terms and conditions for details)

Booth Space

Premium Space \$650 X qty _____ \$ _____

(Allows you to specify specific area, see terms & conditions)

10x10 Space \$450 X qty _____ \$ _____

Non-profit Space \$300 X qty _____ \$ _____

(must submit proof)

Processing Fee (non-refundable) \$ 15

Equipment Rentals

10x10 Tent \$300 X qty _____ \$ _____

10x20 Tent \$400 X qty _____ \$ _____

8ft Table \$30 X qty _____ \$ _____

Chair \$10 X qty _____ \$ _____

Water Barrels (incl. in tent rental) \$25 X qty _____ \$ _____

Electricity (terms & conditions) \$180 X qty _____ \$ _____

Total Due \$ _____

Product Description

(please send photos of your products)

Premium Space Request (if ordered)

Payment Method

Check or Money Order # _____

Payable to: St. Charles Scarecrow Fest

Credit Card – 5% processing fee on all CCs

Card # _____

Exp. _____ Sec. Code _____

Billing Address _____

City _____ State _____ Zip _____

By signing and submitting this application the applicant has read and agrees to all terms and conditions in the following pages of this application and agrees to all payments above being processed.

Signature: _____

Print Name: _____ Date: _____

Applications can be mailed to:

Ravenswood Events Services
Cc: Scarecrow Fest
1100 W. Cermak Rd., Suite C411
Chicago, IL 60608

Emailed to: zac@ravenswoodevents.com

Questions? email or call 312-633-2600

St. Charles Scarecrow Fest 2017

Vendor Application Terms and Conditions

Event Details

- The Event will take place October 6, 7, & 8, 2017.
- The Event hours are Fri:10am-6pm*, Sat: 10am-6pm*, Sun: 10am-5pm.
- *Lincoln Park will operate until 9pm on Fri & Sat
- The festival location is 99 N 4th St, St Charles, IL 60174.

Participation

- Exclusivity is NOT granted to any participant.
- The producer does not guarantee any revenues to be generated by the participant.
- This is a rain or shine event and will remain open regardless of weather conditions, although operations may be suspended during severe weather.
- The participant agrees to sell only what is listed and accepted within the application. If the participant wishes to sell other merchandise they must get written consent from the producer prior to the event.
- No merchandise may be sold with the event or St. Charles logo without prior written consent of the producer.
- No Vendors may sell alcoholic beverages. Only Food Vendors may sell non-alcoholic beverages.

Application Process

- Applications are to be fully filled out and submitted by the participant to Ravenswood Event Services by sending it via mail to 1100 W. Cermak Rd, Unit C411, Chicago, IL 60608 or via email to zac@ravenswoodevents.com.
- Applications must be submitted with FULL PAYMENT to be considered.
- The application deadline for all participants is September 1, 2017, which means applications must be in-hand at Ravenswood Events by that date.
- If the participant needs to change their application in anyway it must be done in writing.
- All applications will be reviewed the week of September 4 and participants shall be notified if they have been accepted or rejected by September 8.
- If your application is denied you will receive a refund of the entry fee.

IBT Number

- According to the Illinois Department of Revenue, it is suggested that each vendor, especially with a business based out of the state of Illinois, applies for and submits an Illinois Business Tax number (IBT)
- This number is different than a Social Security Number or a Federal Tax ID #. It ensures that each vendor is paying taxes on their individual sales to the State of Illinois.
- **Link to application:** [http://ienconnect.custhelp.com/app/answers/detail/a_id/1/~/illinois-business-tax-\(ibt\)-number](http://ienconnect.custhelp.com/app/answers/detail/a_id/1/~/illinois-business-tax-(ibt)-number)

Payments

- Full payment must be sent with the application.
- Payments may be processed once they are received.
- No participant will be allowed on the event site without full payment being successfully processed.

- Checks and money orders made out to the St. Charles Scarecrow Fest or major credit cards are accepted forms of payment.
- All credit card transactions will have a 5% processing fee added on.
- A \$35 fee will be applied for a returned check, and a returned check may result in a cancellation of the contract.

Cancellations

- Cancellations must be done in writing.
- A \$50 non-refundable administration fee will be applied to any cancelled applications.
- Cancellations made between September 1 and September 22 will forfeit 50% of total fees paid.
- Cancellations made on or after September 22 will NOT be entitled to a refund.

Contract Cancellations

- The producer has the right to control all aspects of the event.
- The producer reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion.
- Any cancellation by the producer will result in fees being refunded to the vendor if they have followed the rules and regulation.
- A cancellation or suspension by the producer resulting from failure to meet or maintain guidelines stated within will not be eligible for refunds.

Refund Process

- The \$15 application fee is non-refundable
- All refund checks will be made out to the account holder listed on the initial payment, unless otherwise specified.
- Event cancellation due to inclement weather or Acts of God will not result in the refunding of your fees.

Booth Space

Location

- The participant will be assigned a booth space with the approximate square footage of 10 feet by 10 feet. (or 10x20, 20x20, etc based on what they were approved for)
- The location of the participant's space within the event shall be determined by sole discretion of the producer.
- The participant agrees to accept the space as designed by the producer.
- The producer reserves the right to relocate a vendor when necessary even after a space has been assigned.
- The participant agrees to conduct its business only within the space assigned by the producer.
- The producer does not guarantee a corner space or that there will be space between tents and participants should plan their booth layout accordingly.

Premium Space

- The purchase of premium space does not guarantee an exact location, rather it allows you to specify an area that is desired.
- There are no designated Premium spots and non-premium spots. The price difference allows vendors to express preferences.

St. Charles Scarecrow Fest 2017 Vendor Application Terms and Conditions

- The options are the Riverwalk, VFW lot, 3rd Street, Filling Station Lot, Municipal Lot.
- Corner locations are not guaranteed for Premium vendors.

Set Up & Strike

- Each participant is responsible for setup, tear down, and clean-up of their stand. No assistance will be available on-site.
- Load-in will begin on the Thursday evening before the event for those wanting to set up early. It will continue on Friday morning. Exact times will be provided prior to the event.
- Participants will also be able to pull their cars on-site at 8am on Saturday and Sunday.
- Cars must be cleared of site 1 hour before the festival opens.
- Cars are not permitted to re-enter site until the producer gives an all clear about 30 minutes after the posted closing time.
- Vehicles are allowed to pull up to booths to unload merchandise and materials. After a car is unloaded it is to immediately be removed from site to allow other participants access to their booths.
- At strike vehicles are not to be brought on-site till merchandise and materials are ready to be loaded.
- All items left on-site after the event on Sunday will be disposed of.

Equipment and Signage

Tents/Canopies

- All booths must have a canopy. One may either be rented from the event or the participant may bring their own.
- No canopy may exceed 10ft in height.
- All canopies must be **properly weighted** prior to the start of the event. Water barrels may be rented through the event and these will be set up prior to your arrival.
- All tents rented through the event will include proper weighting.
- Tent walls are not provided for tents rented through the event.

Signage

- No signage will be provided at any booth (except restaurants) but participants are welcome to bring their own.
- The producer has the right to ask you to remove any signage they decide is inappropriate or is not within the aesthetic of the festival at any time.

Electricity

- Electricity is not provided for any reason unless it is ordered ahead of time.
- Personal generators are PROHIBITED.
- If electricity is ordered a distribution box will be located near your booth made up of standard 110v outlets.
- Please share a list of what you will be using the electricity for and any specialty outlets so the event can ensure there will be enough electricity located in your area for your needs.
- If you are requesting more than 2-110v outlets worth of electricity an additional fee will be applied.
- The participant is responsible for all extension cords and power strips necessary to get the electricity from the distribution box to their booth.

- Any service disruptions and/or blackouts will not result in a rebate or refund.

Operations

- The participant agrees to be open from the starting time till **6pm on Fri & Sat, and closing on Sun.**
- The participant shall maintain its space in a neat, clean, and sanitary condition during the event and shall dispose of all trash produced.
- If a booth space is left in disarray the vendor may be subject to a fine of \$100 and/or loss of vending privileges.
- Vendors **MUST** remain within their 10x10 booth space and may not conduct any business while wandering around the event.
- All walkways, including any behind the booth must be left unobstructed unless otherwise indicated.
- Running water is NOT provided.
- No amplified sound may be played from the booth including recorded or live music.
- Drilling in the streets is not permitted. Violators will be subject to a fine of \$200 and/or space cancellations.
- Participants are directly responsible for any violated village ordinances and fines.
- Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.
- The producer reserves the right to ask a participant to cease any action they decide is not in the best interest of the event.

Security

- Participants are solely responsible for all items in their booth both during the festival and things left overnight.
- While security will be on-site during the event and overnight, they are there to ensure the safety and security of the event as a whole and not individual spaces.
- The producer and the event are not responsible for any items lost, stolen, or damaged.

Indemnification

- The participant shall comply with all local, federal, state, and municipal laws and ordinances.
- The Greater St. Charles Visitors Bureau, Ravenswood Events, its officers, directors, and members, related festival providers of goods and services, or any participating sponsor will NOT be held responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to, the period covered by the vending contract.
- By submitting this application, the participant further agrees to indemnify and hold harmless the Greater St. Charles Visitors Bureau, the City of St. Charles, Ravenswood Event Services, its officers, directors, and members from and against any and all claims of personal injury, loss by theft or damage whether to the participant, its agents or employees, or any third party caused in part or in whole by the participation in the event.