



Long Grove Apple Festival Merchant Application

September 22-24, 2017



Date Received: _____
(office use only)

Application Deadline: August 23

Business Name _____

Contact Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email Address _____

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

Are you a B1 District Member? Yes Are you a Non-Profit? (must provide proof) Yes

(\$100 discount on the booth fee is available for B1 District Members and Non-Profits)

Event Fees

(see terms and conditions for details)

10x10 Booth Space \$350 X qty _____ \$ _____

Apple Merchant Table Space

Limited Space \$150 X qty _____ \$ _____

Mandatory Fee per booth location \$ 100

Electricity
(terms & conditions) \$150 X qty _____ \$ _____

Equipment Rentals

10x10 Tent \$220 X qty _____ \$ _____

10x20 Tent \$300 X qty _____ \$ _____

Tent Wall
(10ft panels) \$20 X qty _____ \$ _____

8ft Table \$15 X qty _____ \$ _____

Chair \$5 X qty _____ \$ _____

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

Total Due \$ _____

Product Description

(please send photos of your product)

Payment Method

Check or Money Order # _____
Payable to: Long Grove Business and
Community Partners

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
Attn: Long Grove Apple Festival
1100 W. Cermak Rd., Suite C411
Chicago, IL 60608

Email to: zac@ravenswoodevents.com

Questions? email or call 312-633-2600

Long Grove Apple Festival 2017

Vendor Application Terms and Conditions

Event Details

- The Event will take place September 22, 23, & 24, 2017.
- The Event hours are Fri:11am-11pm, Sat: 10am-11pm, Sun: 10am-6pm.
- Event location is 308 Old McHenry Road, Long Grove, IL 60047.

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 Long Grove logo without prior written consent of the producer.
- No Vendors may sell alcoholic beverages. Only Food Vendors may sell non-alcoholic beverages.
- The event will supply vendors with their temporary business license, all other permits and approvals must be obtained by the participant.

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 August 23, 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 following week and participants shall be notified if they have been accepted or rejected by August 30.
- If your application is denied you will receive a full refund.

Fees

- \$25 Fee for a Temporary Business License. This license permits you to sell merchandise on the street of Long Grove. You must get this license to be able to sell at the festival regardless of other business licenses you may have. This permit will be gotten for you by the producer.
- \$25 Fee for a Fire Inspection. The fire department comes around and applies a \$25 fee for every tent they inspect. They are looking to ensure all tents are properly weighted and that if you have electricity there is a fire extinguisher in your booth. This is to ensure the safety of everyone at the festival.
- \$50 Historic Downtown Administration Fee.

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 Long Grove Business and Community Partners or major credit cards are accepted forms of payment.
- All credit card transactions will have a 5% processing fee added on.
- Participants will be charged a \$30 fee for a returned check.

Cancellations

- Cancellations must be done in writing.
- A \$50 non-refundable administration fee will be applied to any cancelled applications.
- Cancellations made between August 23 and September 6th will forfeit 50% of total fees paid.
- Cancellations made on or after September 7th 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

- 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 designated 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 for there to be room between tents for any participant, in fact it is unlikely a booth space will have either of those and so participants should plan their booth layout accordingly.

Apple Merchant Table Space

- This table space will be in our large Apple themed tent.
- Only Apple themed items will be accepted in this category.
- Each accepted artisan in this category will receive space at an 8ft table and a small amount of storage in the shared vendor space.

Long Grove Apple Festival 2017

Vendor Application Terms and Conditions

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 off 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 unless you are in Fountain Square. 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 if a tent is also being rented.
- Tents must be in GOOD condition.

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.
- If you have electricity you **must have a fire extinguisher** in your booth.

Operations

- The participant agrees to be open from the starting time till at least **6pm on Fri & Sat, and closing on Sun.**
- Participants are welcome to keep their booths open until the closing time of the festival. If they decide to shut their booth down before closing but after 6pm they will not be able to pull cars on-site till a half hour after closing.
- 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 Village of Long Grove, the LGBCP, Ravenswood Event Services, 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 after, the period covered by the vending contract.
- By submitting this application, the participant further agrees to indemnify and hold harmless the Long Grove Business and Community Partners, The Village of Long Grove, IL, Ravenswood Event Services, its officers, directors, and members, from and against any and all claims for 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 of the Participant in the Event.