



2020 LONG GROVE VINTAGE DAYS VENDOR APPLICATION - REVISED

AUGUST 1st and 2nd 2020 - SAT & SUN - 10am-6pm

Long Grove Vintage Days is a two-day street market for all things vintage, antique, reclaimed, repurposed, upcycled and handmade. Located in the heart of downtown Long Grove, IL. This is a free event open to the public. There will be live music, a variety of local beer, fine wine and light food offerings. The event takes place on Saturday, August 1st and Sunday, August 2nd 10am-6pm.

PLEASE READ ALL THE INFORMATION BELOW BEFORE SUBMITTING APPLICATION AND PAYMENT BY SUBMITTING PAYMENT YOU ARE AGREEING TO THE TERMS AND CONDITIONS BELOW

REGISTRATION REQUIREMENTS & INFORMATION:

(1) Must sell items that fit one or more of the categories below (Please do not submit a form if your wares do not fit within one of these categories):

- vintage or antique,
- reclaimed,
- repurposed or upcycled,
- handmade or homemade (with a vintage, antique, reclaimed element)

(2) Vendors must provide a brief description in the comment box during checkout listing the items they plan on vending at vintage days.

(3) The event is held outside. A tent is not required at vintage days. You may use your own tent but it must be fire safe and weighted down or you will be asked to remove it. The Fire Department will check each booth for safety.

(4) Electricity is not provided, use of a small quiet generator may be allowed with permission.

(5) Lastly, we do not require, but do encourage vendors to advertise and share the event on social media such as Facebook and Instagram with the obvious goal of spreading the word and making this a fabulous event for buyers and sellers alike.

QUESTIONS? Feel free to call or email us with any questions about vendor requirements. **PHONE:** 847.634-0888 - **EMAIL:** events@longgrove.org



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LONG GROVE VINTAGE DAYS VENDOR APPLICATION TERMS AND CONDITIONS

Event Details:

Saturday, August 1st and Sunday, August 2nd 10am-6pm

Location is historic downtown 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 suspend during severe weather.
- The participant agrees to sell only what is considered appropriate for this show in keeping with the theme.
- No merchandise may be sold with the event name or logo without prior written consent from show producer.
- The participant agrees to conduct its business in a manner that is most likely to enhance the success of the event.
- The event will supply vendors with their temporary business license, all other permits and approvals must be obtained by the participant.

Application Processing

- Applications are to be fully filled out and submitted by the participant.

Applications can be **Emailed to:** events@longgrove.org or **Mailed to:** Long Grove Visitor's Center, 308 Old McHenry Road, Long Grove, IL 60047

- Applications must be submitted with FULL PAYMENT to be considered. If paying with PayPal, PayPal email must match the email on this application and a service charge will apply.
- The application deadline for all participants is July 6th 2020, or until spots are filled.
- If the participant needs to change their application in any way it must be done in writing.

Fees

- Fees for your booth space include both days. Fees pay for the Long Grove Village Permit, Fire inspection, entertainment, advertising, promotions, signage, rental equipment, licensing and the HDLGBA office administration.

Payments

- Full payments must be sent with application. Payments can be made via PayPal, Check or Credit Card.
- PayPal payments can be sent to marketing@longgrove.org . PayPal email must match the email on this application.
- Checks are to be made out to Historic Downtown Long Grove Business Association (HDLGBA)
- All major credit cards are accepted. A 5% fee will be added to all credit card transactions.

Refund Process

- This is a rain or shine event, all fees and deposits are non-refundable.
- Event cancellation due to inclement weather or acts of God will not result in the refunding of participant's fee.

Cancellations

- Cancellations must be done in writing before July 1, 2020.
- Cancellations made after July 1, 2020 will not be entitled to a refund except if it is due to Government Regulations
- A \$50 non-refundable administration fee will be applied to any canceled application (*except in cases of quarantine issued by state and local government*)

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- The Producer has the right to control every aspect of this event
- The Producer has the right to cancel a vendor's contract for the good of any vendor or for the good of the event, 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 regulations.
- A cancellation or suspension by the producer resulting from failure to meet or maintain guidelines stated within will not be eligible for refunds.

Operations

- The Participant agrees to be open from the start time of the event till at least 6pm on Saturday and Sunday.
- If booth space is left in disarray the Participant may be subject to a \$50 fee and/or loss of vending privileges.
- All walkways will be kept clear behind and in front of the booth space, unless otherwise agreed upon.
- Running water & electricity is NOT provided.
- No amplified sound may be played from the booth including recorded or live music.
- Drilling is not permitted in the streets. Violators will be subject to a fine of \$250 and/or space cancellation.
- Participants are directly responsible for all violated village fines & ordinances.
- 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.

Location

- The participant will be assigned a booth space with the approximate square footage of 10'x10' or 10'x20'.
- The location of the participant's space within the event shall be determined by the producer.
- The participant agrees to accept the space as designated by the producer.
- The Participant agrees to keep its business within the space as designated by the Producer.
- The Producer does not guarantee a corner space or that there will be space between the booths. Participant should plan to layout their booth accordingly.

Set Up and Strike Down

- Each participant is responsible for set up, take down and clean-up. No assistance will be available onsite.
- Vendors will be allowed to pull cars to their booths on Saturday and Sunday before 9am for 10am open, once a vehicle is empty it must be cleared from street.
- Vehicles are not permitted back into event until 30 minutes after closing and booths must be ready to load before bringing vehicles back in to help speed up the process of tear-down.

Security

- Participants are solely responsible for all items in their booths for the complete duration of the festival.
- Security will be on-site during the event. They are there to ensure the safety and security of the event as a whole and not individual spaces.
- Historic Downtown Long Grove Business Association and the event staff 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 Historic Downtown Long Grove Business Association, The Village of Long Grove or their Directors, officers and members related to festivals providers, 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 the vendor's employees or property by any cause whatsoever prior to, during or subsequent to the period during the event contract.
- By submitting this contract, the vendor will hold harmless the Historic Downtown Long Grove Business Association, The Village of Long Grove or any of its members, from and against any and all claims for personal injury, loss by theft or damage, whether by the participant, agents or employees or any third party, caused in part or in whole, by the participation of the participant in the event



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Long Grove Vintage Days - Vendor Application - August 1 and 2, 2020

Application Deadline July 6th, 2020 – PLEASE PRINT

Business Name _____

Contact Name _____

Cell Phone _____

Address _____ City _____ ST/Zip _____

Email Address _____

Website/ Social Media addresses: _____

Product Description

Please provide a brief description of your items – Ex: vintage/antique, repurposed/reclaimed, furniture, decor, etc.

Event Fees

(Check all that apply and total) Price is for 2 days. No shared booths allowed. For details see terms and conditions above.

_____ 10 x 10 Booth Space - \$125* (\$131.25 by PayPal/ credit card) or

_____ 10 x 20 Booth Space - \$225* (\$235.25 by PayPal/ credit card)

**fees were reduced by \$25 this year*

Total Amount Due = \$ _____

Applications Can Be Emailed To: events@longgrove.org, or **Mailed To:** HDLG Visitor’s Center, 308 Old McHenry Road, Long Grove, IL 60047

Payment Methods

(1) PayPal * (Send PayPal payment to marketing@longgrove.org) *your PayPal email must match the one on this Application, *with 5% fee added*

(2) Mail-in Check (Payable to: Historic Downtown Long Grove Business Association) - Check# _____

(3) Mail-in/Paypal Credit Card *with 5% fee added* - (Fill out information below or email contact@longgrove.org)

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Vendor Name: _____

Payment: Check # _____

First and Last Name on Card _____

Card # _____ Exp. Date _____ Sec. Code _____

Billing Address (street/ city. state, zip):

Questions? Call: 847.634-0888 or Email: events@longgrove.org

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 that are being processed.

Signature: _____ Print Name: _____ Date: _____